



PARENT HANDBOOK 2025



DEAR CAMP LENOX FAMILIES,

We are thrilled to welcome you to Camp Lenox Summer 2025! As directors and owners, we take immense pride in creating a summer home where **children can grow, discover their potential, and make lifelong friendships**. For over 107 years, Camp Lenox has been a special place where traditions run deep and memories are made that last a lifetime.

This handbook serves **as your guide to everything Lenox**. Whether you're a first-time camp family or returning for another incredible summer, you'll find essential information and policies inside this handbook.

We understand that sending your child to sleepaway camp is a significant decision, and we're honored by the trust you've placed in us. Our dedicated staff works year-round to ensure every camper has a safe, enriching, and fun-filled experience. We believe in fostering independence while maintaining the warmth and support that makes Lenox feel like home.

As you read through this handbook, please don't hesitate to reach out with any questions. We're here to support you and your family every step of the way. **We love connecting with our camp families and sharing our passion for what we do.**

We can't wait to welcome your children to our beautiful home in the Berkshires this summer. Here's to another amazing season of growth, friendship, and fun at Camp Lenox!

Yours In Camping,

—Rich and Stephanie Moss
Owners & Directors

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IMPORTANT INFO & DATES



New Camper Open House

Saturday, June 14, 2025 (11:00 AM – 3:30 PM)



Camp Begins

Wednesday, June 25, 2025



Rookie Experience for Prospective Campers

Sunday, July 13, 2025 (11:00 AM – 3:00 PM)



Parents' Visiting Day

Saturday, July 19, 2025 (9:00 AM – 3:30 PM)



First Session Departure

Tuesday, July 22, 2025



Second Session Arrival

Wednesday, July 23, 2025



Camp Ends

Tuesday, August 12, 2025

OFFICE HOURS

7:30 AM - 9:00 PM 7 Days A Week

For after-hours emergencies,
please call 954-415-1668.

PACKAGE POLICY

We do not allow packages! Please inform all family members and friends of this policy. If you have outstanding circumstances, call the office first to discuss the situation.

IMPORTANT NUMBERS

Phone Number: 413-243-2223

Fax: 413-243-3446

CAMP ADDRESS

Camp Lenox
2042 N Main Road
Otis, MA 01253

*Please clearly mark your camper's bunk name
or number when mailing letters.*



FINANCIALS

Camper Accounts

There are two types of accounts set up for each camper: the Camper’s Personal Spending Account, and the Camp Store Account.

CAMPER’S PERSONAL SPENDING ACCOUNT

This account funds:

- Prescriptions deemed necessary by the health cabin
- Stamps
- Camper purchases on day trips (i.e. the camp purchases the movie ticket; the camper purchases snacks)
- Spending money on big trips does not include all meals, lodging, and entertainment.

We discourage parents from sending campers with large sums of money. **It is too difficult to ensure the safekeeping of this money.** We recommend campers hold no more than \$5 – \$10 of cash in their cabins. To maintain more control of each camper’s personal spending money, we establish an account on behalf of each camper. Funds can be withdrawn from this account by your camper, with counselor approval.

GROUP/GRADE IN FALL 2025	PERSONAL SPENDING	BIG TRIP FUND
Braves & Explorers - 3rd & 4th	\$120	\$375
Warrior Scouts - 5th	\$150	\$375
Warrior Chiefs - 6th	\$175	\$375
Juniors - 7th	\$195	\$750
Sub-Seniors - 8th	\$215	\$750
Lower Seniors - 9th	\$235	\$750
Upper Seniors - 10th	\$255	\$750
Collegians - 11th	\$275	TBA



You will be notified when your camper's account has an insufficient balance. Camp allots a specific amount of money stated above for Big Trips. If parents want children to have more than a specific amount, **please send a prepaid credit card**. At the end of camp, you may instruct the camp to either refund any unused portion of the Personal Spending Account or apply the amount as a credit towards next summer's balance.

CAMP STORE ACCOUNT

This is separate from the personal spending account. This is a discretionary account which funds items in the camp store other than candy and ice cream. A spending limit can be set by the parents. This account can be replenished online.

Please note: Replenishment of the Camp Store Account does not automatically replenish the personal spending account. They are two separate accounts.



FEE STRUCTURE

Payment Methods

Camp Lenox accepts checks, wire transfers, credit cards, and automatic check debit (e-checks) for tuition payments. Please make checks payable to Camp Lenox.

It is understood that after registration and a deposit of \$3000, the remaining balance – whether by check, credit card, or e-check – will be processed in equal monthly payments from the time of registration. The final installment will be in May. All bills must be paid in full by June 1st. Any changes in this policy need to be submitted in writing and approved by the Directors.

Refund Policy

Standard Conditions of Enrollment

Please read the Standard Conditions of Enrollment on your Registration Contract.

The parent agrees to pay a deposit of \$3000 for each camper enrolled, whether for a full or half summer session (including a \$100 non-refundable application fee) upon submission of an enrollment application.

All tuition payments are due in full on or before June 1st.

Cancellation of enrollment shall be by written notice to Camp Lenox and any refunds of tuition paid shall be handled as follows:

- **On or before October 1, 2024:** Full refund less the \$100 application fee.
- **After October 1, 2024, but before January 1, 2025:** Refund less \$100 application fee and \$500 cancellation fee.
- **After January 1, 2025, but before March 15, 2025:** Refund less \$100 application fee and \$1000 cancellation fee.
- **After March 15, 2025:** No refunds.

Refunds payable in accordance with the foregoing will be made on or about May 1, 2025.



TRAVEL

We offer three convenient transportation options to ensure your child arrives safely at Camp Lenox. Please review the following choices carefully and select the option that best suits your family's needs.

CHARTER BUSES

Campers arriving by bus will travel to Camp Lenox on an air-conditioned coach. **Please provide your child with a brown bag lunch.** Dramamine should be administered 1 hour before departure, if necessary.

Medications requiring refrigeration should be handed to a bus counselor and will be stored in a cooler. These medications will be given to our medical staff upon the campers' arrival. **No trunks or duffel bags are allowed on the buses!**

Available Bus Stops

Long Island	Westchester	New Jersey
<i>Macy's 1100 Northern Blvd Manhasset, NY 11030</i>	<i>JCC of Mid Westchester 999 Wilmot Rd Scarsdale, NY 10583</i>	<i>Saddle Brook Marriott 138 New Pehle Ave. Saddle Brook, NJ 07663</i>
To Camp: June 25 Assemble: 10:00 AM Departs: 10:15 AM	To Camp: June 25 & July 23 Assemble: 10:15 AM Departs: 11:00 AM	To Camp: June 25 Assemble: 10:15 AM Departs: 10:30 AM
Going Home: August 12 Arrives: 11:00 AM	Going Home: July 22 & August 12 Arrives: 11:00 AM	Going Home: August 12 Arrives: 11:00 AM

Arrive by Car

Opening Days (June 25 & July 23): Arrive between 9:00 – 11:00 AM for drop-off.	Closing Days (July 22 & August 12): Arrive between 9:00 – 10:00 AM for pick-up.
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ARRIVE BY AIR	
<i>Flying to camp?</i> <i>Contact our office prior to booking any flights.</i>	Florida campers flying on June 24 and August 12 should select Florida Flight when submitting their transportation plans. We book these flights for you!
	Campers should wear an orange t-shirt and bring snacks .
	Campers arriving or departing outside scheduled arrival and departure days must contact the camp office so that individual transportation can be arranged (at the parent's expense, if required.)
Camper Release:	Children may only be released to parents or a designated individual. If someone other than the parent will be picking up the child, the office must be notified in writing.

BAGGAGE INFORMATION

All camper baggage must be shipped to camp prior to arrival using ShipCamps!

This policy promotes an organized opening day focused on welcoming campers and helping them acclimate to camp life, rather than moving luggage. For campers entering 7th grade and below, our staff will professionally unpack and organize all belongings before their arrival. This allows younger campers to arrive at a fully prepared bunk and immediately begin their camp experience. Duffles *cannot* be sent on group flights or stowed on or under buses.

We have partnered with ShipCamps as our exclusive shipping service for 2025.

Register online at www.shipcamps.com.

FAMILIES FROM OVERSEAS: Campers may bring their luggage with them. Linens, blankets, and towels are provided by camp.

VIDEO CALLS

Each full-session camper (except Collegians) will have 3 scheduled video calls during the summer. Single session campers will have 2 scheduled calls. Each camper's group will be assigned a specific video call schedule. You will receive this schedule closer to the summer.

COLLEGIAN PHONE USE

Collegians are permitted limited cell phone use during designated periods.

BIRTHDAY CALLS

Campers will make one, five-minute birthday call between 8:45 AM and 9:45 AM. We do not allow campers to make additional calls for siblings or other family members.

MEDICAL

Medical Information

Camp Lenox strives to provide the highest level of safety and medical care. Care is managed by a physician and a nursing staff member. In the event your camper should become ill or injured during his/her stay at camp; the following procedures will be followed:

- If your camper comes to the health cabin with a minor injury or illness, i.e. laceration, scrape, sprain, headache, sore throat, nausea, etc., we will provide the necessary medical care and allow him/her to continue his/her activities at camp without interruption, if possible. In this instance, **we will NOT contact you.** We will continue to monitor the situation and provide follow-up care as necessary.
- In the event of a more significant illness or injury, i.e. prescription of antibiotics or other medicine longer than a 2-day course of therapy, fractures, admittance to our inpatient wing with a stay of more than 1 night, or evaluation by a specialist or emergency department, we will contact you as early as possible without compromising rapid assessment, care, and treatment. Please note you will most likely be contacted by one of our medical staff, as they are the most familiar with the situation at hand. If you wish, you may request to speak with a Director at any time. Of course, the directors will contact you whenever possible.

CAMPER MEDICATIONS

If your child takes medication or vitamins **daily**, you are **REQUIRED to register with LENOX VILLAGE PHARMACY**. All pills will be sealed in individually labeled packets (camper name, medication name, dosage, date, and time to be administered). All medicine will be shipped to camp prior to your camper's arrival.

DO NOT send loose pills or any unauthorized medication to camp with your child. Please review the Pack My RX information packet sent to you.. Please register at
Non-compliance will result in a \$100 fine.



DENTAL

Schedule a dental check-up and routine cleaning well before camp to address any necessary dental work before departure. All retainers must have the camper's FULL NAME on the case. If the camper is undergoing orthodontic treatment, include any special instructions along with the medical form.

EYEGASSES/CONTACT LENSES

If glasses are worn by the camper, it is suggested that an extra pair be included with proper identification. Lenses should be shatter-proof. Elastic clip-ons that fit around the head and attach to the eyeglass frames are recommended for use during games and instructional periods. Contact lens information plus instructions should be sent to camp.

HEAD LICE

Due to the increased incidence of head lice in the school systems, we strongly advise that you ask your physician to check your camper for any indication of lice. We ask that all parents check their children often during the month of June, including a FINAL CHECK on departure day.

We will check all campers and staff for head lice **upon their arrival at camp**. We will immediately notify any camper's parents if any head lice are discovered.

You will be financially responsible for any treatment. The cost for a full treatment for any head lice case entering camp is \$375. This camp must comply with regulations of the MDPH & be licensed by the LBOH. You have the right to review our background check, health care, discipline policies, and grievance procedures upon request.



VISITING DAY

Saturday, July 19, 2025: We have an exciting and fun-filled day planned for you. We ask for your cooperation in making this a pleasant occasion. Visiting Day is from **9:30 AM to 3:30 PM.**
NO PETS ALLOWED!

■ OUR POLICY ON LEAVING CAMP

At 3:30 PM we will ask all families to say their goodbyes, leave camp, and Visiting Day will be over. Families will not be allowed to leave camp with their children.

■ FOOD POLICY

Please refrain from bringing food and candy into camp. Snack foods attract animals and insects to the bunks, posing a health problem and creating litter around camp. ALL food brought to camp will be immediately confiscated and donated. **DO NOT** send “instant” foods such as macaroni and cheese or ramen noodles – these items may contain allergens and are not permitted in camp. We do not store any camper food!

■ PARKING

Please park in the visitors’ parking lot at the direction of the camp staff. A staff person will greet you, and a shuttle service will be provided into camp if required. **FOR SAFETY REASONS, NO CARS ARE PERMITTED ON THE MAIN CAMPUS!**

■ BUNK GIFTS

Experience has shown that it is unnecessary for parents to bring gifts for their children’s bunkmates. Some parents feel obligated to provide gifts if any one parent does so. **THERE IS NO NEED FOR GIFTS.**

■ STAFF GRATUITIES AND GIFTS

The American Camping Association forbids gratuities and/or gifts to counselors. Every member of our staff has been engaged with the full understanding that there are no gratuities or gifts, and each staff member has joined us on that basis. **NO TIPPING!**

■ HOTELS, MOTELS, AND RESTAURANTS

Please go to berkshires.org for a listing of accommodations, restaurants, and things to do around the area. You can also call **800.237.5747** for further information.



CAMPER PROTOCOLS

Homesickness Protocol

DO'S AND DON'TS: For first-time camp families, the #1 concern is adjusting to camp and homesickness. Here are some tips to help you prepare for the summer:

- Encourage your child's independence throughout the year. Practice separations, such as sleepovers at a friend's house or grandparents. This can simulate the camp environment.
- Never say, "If the summer doesn't work out and you're unhappy, we'll come and pick you up." This does not ease apprehension and only creates a guideline for going home and becomes a self-fulfilling prophecy. The reward for this positive approach will be your child's newfound confidence and independence.
- Camp is a big step into the unknown and a good change for you and your child. It is completely normal to have mixed emotions of excitement and anxiety. Don't feel guilty about encouraging your child's stay at camp. For many children, camp is a first step toward independence and plays an important role in their growth and development.
- Send a note in your camper's bag for them to receive on the first day of camp. Acknowledge, in a positive way, that you will miss them. For example, you can say, "I am going to miss you, and I know that you will have a great time at camp."
- **DO NOT OVERREACT** to a negative phone call, letter, or email. For example, consider the context: the letter was written 3 days ago, probably reflecting a "bad morning."
- **PROBE FOR POSITIVES, NOT NEGATIVES.** When talking with your child, ask him/her to relate positive experiences, stories, and events.
- **Children often use negativity in stories or situations to get you to "rescue" them, seeking reassurance that you're there for them. While this is a natural way of bonding, you can encourage them to think more positively by focusing on sharing their needs or feelings openly. This helps build a stronger relationship and reduces unnecessary stress for both of you.**

Trust your instincts — **most incidents of homesickness will pass in a day or two.** Homesickness is a normal emotion that most new campers experience. It passes quickly as your child becomes accustomed to the daily routines of camp.



RULE OF 3

It's important to talk with your camper about staying safe at Camp Lenox. The "Rule of 3" means always being with at least two other people, whether it's another camper and a counselor or two campers. Your camper should never go anywhere alone or be alone in a room with a staff member. Ensuring they feel safe and supported is a top priority at Camp Lenox.

VAPING & CONTROLLED SUBSTANCES

We understand that the teenage years can bring an increased desire to experiment with drugs, alcohol, tobacco products, and other controlled substances. Camp is not a place for this experimentation and negatively impacts our camp community. Camp is a time and place to be free of social pressures and precocious activities, which are not part of our camp culture.

Please be aware that vapes, cigarettes, marijuana, THC gummies, alcohol, or any other controlled substances are **STRICTLY FORBIDDEN** at Camp Lenox. Any camper who is found in possession of these will face disciplinary actions and be **SUSPENDED OR EXPELLED FROM CAMP AT THE DISCRETION OF THE DIRECTORS**. In either case, there will be no tuition refunds for the time missed at camp.

Please take some time to discuss this with your child and avoid the unpleasantness of a poor decision on their part.

APPROPRIATE CLOTHING

Camp Lenox is a fun, inclusive, and respectful environment. All clothing worn by campers must be appropriate for a camp setting. The following are examples of prohibited content or imagery on clothing:

- Lewd or vulgar language
- Sexual references or innuendos
- Depictions of alcohol, drugs, or tobacco products
- Adult-themed content or imagery
- Political or divisive statements
- Violent imagery or symbols
- Inappropriate swimwear (i.e. string tops or thong bottoms)

Clothing that is overly revealing or disrupts the camp environment is also prohibited. The camp administration and directors reserve the right to determine whether any item of clothing is inappropriate. Campers wearing such items will be required to change immediately.



MISCELLANEOUS

Jewelry

All earrings, rings, and necklaces should be left at home. It is camp policy that jewelry NOT be worn during daily hours (7:30 AM through 8:30 PM). We are not responsible for lost jewelry.

Musical Instruments

We have talent shows and our annual Big Camp Show. We do have space for campers to store their instruments at camp if they would like to perform. Please note that ultimately parents assume all liability for their child's instrument and any other equipment brought to camp.

HAIRCUTS

All boys and girls should have their summer haircut before arrival at camp. Boys should have relatively short, neat cuts — hair seems to grow faster in the summer months!

LINENS

All campers (except international) should pack:

- 1-2 pillows
- 2-4 pillowcases
- 2 sets of sheets
- 3 blankets (it can get chilly in the mountains!)

International campers will be provided with bedding.

LAUNDRY SERVICE

Clothing is professionally laundered each week. Campers will be provided with a laundry bag when they arrive at camp. Each camper should have an extra bag to use while their laundry is out. Campers should also bring 6 plastic hangers for use in the bunk. Please **CLEARLY LABEL** all items.

FULL TOWEL SERVICE

Camp Lenox provides towels for the waterfront and showering.
Do not send any towels to camp!



BIRTHDAYS

Birthdays at Camp Lenox are very special. Parents can pre-book a birthday party for their child's bunk or group on the Birthday Party Form. All birthday parties must be booked prior to the start of the summer. Options include ice cream cake, pizza party, and/or Hershey's sundaes. Items selected will be billed as a line-item on your child's account.

UNRECOGNIZED PERSONS AT CAMP

All guests are required to check in at the security gate and will be given a visitor pass. Staff will approach any individual that is not a part of the camp community and ascertain who they are and why they are in camp. Staff are also asked to direct whomever it is to the office and, if possible, provide an escort. We want to make sure that visitors are properly accounted for at camp. Safety is our #1 priority!

FIELD TRIPS

Parents/guardians may request an itinerary for the trips their child is participating in after 6/15. Please note at least one First Aid-trained member of staff accompanies every trip. They will have access to a First Aid kit and will be able to contact the Health Cabin for health records if necessary. The trip leader will have a copy of contingency plans for natural disasters, lost camper/missing swimmer, injuries, and illnesses.

PACKING FOR CAMP LENOX

When preparing for camp, refer to the Packing List that will be sent to you for a detailed guide on what to bring. Every camper should pack a tennis racquet, a baseball/softball glove, shin guards with high socks, and one reversible jersey.

If your child plans to join a tournament team or participate in a specialized program such as hockey, lacrosse, golf, or baseball, etc., make sure they bring their sport-specific gear as well. Other shared sporting equipment will be provided at camp for recreational activities.

We are a non-uniform camp, but we strongly encourage campers to bring plenty of Lenox gear and items in orange and black, as kids love to showcase their camp spirit all summer long.

Lastly, please ensure you label every single item your child brings to camp! This helps us immensely with lost and found and ensures your child's belongings return home with them. Use camper name tags, stickers, or indelible markers on all items.



Don't Forget:

- ☒ Fill out required waivers for Special Programs and Trips on the Companion App
- ☒ Download the packing list
- ☒ Contact The Camp Spot to order required camp gear and fit kits by March 31st.
- ☒ Register your camper with Pack My RX.
- ☒ Schedule your child's camp physical.
- ☒ No child will be permitted into camp without required forms completed and uploaded by June 1st.
- ☒ RSVP by June 1st for our New Camper Open House.
- ☒ Register with ShipCamps to arrange pickup and delivery of your camper's duffel bags.
- ☒ Leave valuables and electronics at home!
- ☒ Download the Companion App for camp photos, letters, and news!

