

March 8, 2010

Greetings Folks!

The snow is finally melting here at Longacre, but we're patiently awaiting warmer weather and the excitement of spring here in central Pennsylvania. Now, it is time to gear up for our favorite season—summer! We have enclosed a lot of information; please read carefully and return appropriate papers. These documents help to ensure that we all have a safe and fun time at “the farm.” We are looking forward to building a new community with you this summer!

Mark your calendars:		
Session	Start date	End date
4 Weeks	Sunday, June 27 th	Saturday, July 24 th
6 Weeks	Sunday, June 27 th	Saturday, August 7 th

Here is a quick overview of what is in this packet:

•**General Information**

What you and your parents need to know about our program

•**Travel Options**

Getting yourself here

•**Visiting Day Information**

Information and where to stay overnight

•**Clothing and Equipment List and Sale Items**

What you need to bring and what you can purchase from Longacre

•**Medical Information**

•**Forms:** Must be filled out and returned

Yellow: *Travel and Payment*.... due April 30th

Green: *Rafting Release*.....due April 30th

Blue: *Medical Information*.....due April 30th

White: *Physician's Report*..... due June 15th

For additional copies of these forms visit www.longacre.com/content/6379 to download a pdf version

****It is important to read the information in this packet carefully and fill out all forms as fully as possible. Also, be aware of the deadlines.****

Thanks for your cooperation.

CALL OR EMAIL IF YOU HAVE QUESTIONS:

717.567.3349

connect@longacre.com

General Information

OUR ADDRESSES:

Business Address
1001 Markelsville Road
Newport, PA 17074

Campsite Address
6565 Creek Road
Newport, PA 17074

***Send your trunks, duffels and summer mail to the **campsite address**.

TRAVEL....GETTING YOURSELF HERE: We offer van service from Natick MA, Tarrytown NY, Saddlebrook NJ, and Philadelphia PA; the schedule is noted separately. As alternatives to the van, you may either fly or travel by bus or train to Harrisburg, and we will meet you there as you direct. You are also welcome to drive to Longacre. See *Travel Options Sheet*.

SHIPPING....GETTING YOUR THINGS HERE: If you are not coming by car, you will need to ship your trunk or duffel through United Parcel Service or another shipper. The UPS standard shipping weight limit is 70 pounds. Please make sure your name and “Longacre Leadership” is clearly printed on your luggage. To ensure your items arrive on time, send them at least 5 days ahead. If you are bringing your bike and are arriving by plane, train, or bus, you will need to purchase a bike box in order to ship it. Bike boxes can be purchased from UPS or a bike shop. If you are coming by our van, do not ship or box your bike, we will fit it in the van. Send your things to the campsite address: **6565 Creek Road, Newport, PA 17074**. We will send trunks and duffels home two days before the end of the session. Send a separate check **made out to the student** for the estimated shipping cost. We will return any extra \$ to your child. See *Clothing and Equipment List* for what to bring.

MEDICAL INFORMATION: We have enclosed a *Physician’s Report Form*. Please have a physical exam, and be sure your tetanus immunization has been updated within the past 5 to 10 years. (Opinions vary. Check with your physician.) **Return the signed form by June 15th**; if anything changes medically before the start of the program, please notify us. Also, parents, in order for us to better understand your child’s personal medical or dietary needs, please complete both sides of the *Medical Information Form*.

Daily Meds or Vitamins: If a student will be taking medication during the summer, you must organize it into a pillbox. A pillbox has a separate compartment for each dosage, for a month’s supply of pills. You may also consider blister packs as an alternative (ask your pharmacist.) Also, please include the original prescription bottle. This will make it easier for our staff to be sure that each child is taking the medication properly.

Medical Information Form: Our tuition does not include the cost of medical attention that may be needed during the summer. For this reason, please supply us with the name of your health insurance carrier and appropriate policy numbers, as well as a photocopy of the child’s health insurance card. It is also the responsibility of parents to provide for the treatment of pre-existing conditions, like allergy shots. Please make appropriate financial arrangements with us.

Parent Itinerary: If parents are going to be away during a student’s stay here, please send us a written itinerary with alternative phone numbers where we can reach you.

SUMMERTIME TRIPS: We offer a number of exciting day and overnight trips from Longacre. If you'd like to sleep under the stars, you should bring: a sleeping bag, an ensolite sleeping pad, a wool or fleece sweater, wool socks, hiking boots, and a backpack. Remember to check out our *Equipment Sales Sheet* for items you can purchase or rent through Longacre.

Our biggest and most popular trip is a 2-day trip to Ohiopyle State Park where we camp overnight and spend the next day white water rafting on the Youghiogheny River. The Yough is noted for its seven rapid series, and is a rafter's dream. The fee for this trip is \$90.00. If you wish to go on this trip, you must fill out and sign the *Rafting Release Form* **front and back**. This form is required by all Pennsylvania licensed raft companies in order to participate. **Please sign up now** so that we can make reservations accordingly. Please sign up for this added activity on the *Travel and Payment Form*.

Hiking & Biking Trips: Make sure that you come to Longacre with well broken in boots for hiking. If you are bringing your bike, please also bring your helmet. Pennsylvania Law (and common sense) requires that all bikers wear helmets when biking. Water bottles are a must for these activities.

SPENDING MONEY: We suggest about \$30.00/week as a reasonable amount of spending money. Kids need money for admission to Hersheypark, to go to the movies or roller-skating, to buy snacks at carnivals and in town. **In addition, money should be available for a T-shirt if it is not prepaid and to pay UPS charges for students who ship trunks or duffels at the end of the summer.** Although there are obviously many opportunities to spend money, we encourage students to take charge of the amount that they have and to budget wisely. If a student is asking his or her parents regularly for more money throughout the summer, it may be that he or she is experiencing a difficult time budgeting responsibly, and we would be happy to discuss the situation. We establish a Longacre "bank" and prefer that the kids make deposits and withdrawals with us. When sending a check for spending money or to cover UPS charges at the end of the summer, **please make it out to the student, not to Longacre.** Note this amount on the *Travel and Payment Form* and enclose a separate check when sending the rest of your payment.

JUNK FOOD: The amount of junk food consumed during the summer has reached the point of critical mass, and has caused us to create this arrangement. The policy is a simple one: no food in tents. After all, we are camping in the woods. "Care packages" are OK, however we implore parents help us MODERATE the amount that is readily accessible by limiting the size & number of the packages. Food that arrives by mail will become part of our evening dessert, for all interested to share and enjoy.

TELEPHONE: The best times to reach a student during the summer are around mealtimes and some evenings. The number to use is **717.567.9909**. Students should bring a calling card to make calls on this personal phone. Calls out are allowed anytime after 4:00 P.M. Here's contact info for your bulletin board:

Longacre Leadership	Phone #	Mail
To reach students	717.567.9909	6565 Creek Road; Newport, PA 17074

Mealtimes	Good Times to call kids
Breakfast	8:00 AM - 9:15 AM
Lunch	12:00 PM - 1:30 PM
Dinner / Evening Sunday, Monday, Wednesday & Thursday	5:30 PM - 7:00 PM
Tuesday, Friday, & Saturday	5:30 PM - 9:30 PM

To reach directors / emergency	717.567.3349	1001 Markelsville Road; Newport, PA 17074
(not for student use) Fax	717.567.3955	connect@longacre.com

LAUNDRY: The laundry area at Longacre can get confusing at times during the summer. To help the process, we ask that you **label all clothing** with either a permanent marking stamp, indelible ink pen, or name tags. We have used and recommend the permanent marking stamp as it seems to be the easiest and quickest way to mark clothes. The following two websites offer labeling alternatives, www.labellighthouse.com and www.labelyourstuff.com

ELECTRONICS: Part of the joy of our summer experience is focusing on each other and the life of our community. Disconnecting from some of the technology that is a larger part of our lives the rest of the year is an important part of the process. Music is fine: feel free to bring some CDs and tapes, your boom box or discman. **Label these items** also. Remember that we are camping and you'll have to be extra careful with these items. Please leave home your computer, cell phone, MP3 player (iPod), pager or TV if you have them. They'll be happier to live in the climate-controlled safety of your home. If you do bring any of these for your travel days to and from Longacre, we will hold them for you safely while you are here.

TO SUMMARIZE, make sure that you:

Read the General Information

Determine how you & your things will get to Longacre, including UPS shipments

Read the Medical Information and complete all necessary forms

Complete & return to us:	Color	Due date
<i>Medical Insurance and Information Form</i>	Blue	April 30th
<i>Rafting Release Form</i> - signed on <u>both</u> sides	Green	April 30th
<i>Travel and Payment Form</i>	Yellow	April 30th
Photocopy of your Insurance Card		April 30th
Parent Itinerary - if applicable		April 30th
<i>Physician's Report</i>	White	June 15th

We hope that we've covered everything. Again, if you have questions, please feel free to contact us by **phone: 717.567.3349, fax: 717.567.3955, or e-mail: connect@longacre.com**. If you get our voice mail please leave a message, and we will get back to you as soon as possible. We're really looking forward to seeing you, and to another great summer at Longacre!!

With love,

Susan and Louise