

2010

Camp Tall Timbers

Staff Handbook

Winter Office
(until May 31st)
Camp Tall Timbers
3735 Spicebush Drive
Urbana, Maryland 21704
Phone (301) 874-0111
(800) TO CAMP TT
Fax (301) 874-0113
E-mail FunCamp@aol.com

Summer Office
(After June 1st)
Camp Tall Timbers
Route 1, Box 472
High View, WV 26808
Phone (304) 856-3722
Fax (304) 856-3765
www.camptalltimbers.com

WELCOME

Welcome to the **Camp Tall Timbers** Family!! In this handbook you will begin to acquaint yourself with our procedures, policies and guidelines. First however, we will discuss what is really most important, your summer and even more important, the campers' summer.

What our camp offers is a family approach in all areas of camping. You will be a cabin counselor as well as an activity counselor. You may also run special programs. In all of these endeavors, you can expect the campers and staff to treat you with the same respect with which you will be expected to treat them. This mutual respect is very important to us.

Our primary objective is to provide each camper with a safe, healthy and happy summer. From this base, we seek to develop the child's skills, whether it is in activity areas or communications with peers and elders. We also seek to build the campers' self-esteem and confidence through positive interaction and independent thinking. Most of all, we want each child to leave camp with memories of a fun relaxed summer as well as a strong sense of self. If you perform these objectives responsibly and with common sense, you too will have a fantastic summer.

This handbook has been prepared to help you in your work with our campers. It seeks to clarify many aspects of the camp world, which may be of concern to you as the summer goes on. Read it carefully. Study it at your leisure and comment on it during the summer.

BACKGROUND

Camp Tall Timbers operates 2, 3, 5, 6 and 8 week sessions for boys and girls from age 7 to 16 years (grades 1-10). **Camp Tall Timbers** is located 20 miles west of Winchester, Virginia, in the eastern panhandle of West Virginia. Situated in one of the largest apple producing areas of the world, our 120 acres offer plenty of room to spread out and enjoy activities. The days are warm and bright and the evenings are cool.

Jerry Smith is the Executive Director of Camp Tall Timbers and has been a camp director since 1955.

Glenn Smith is the Owner and Camp Director and has been involved with Camp Tall Timbers since its foundation in 1970.

INTRODUCTION

Your selection as a member of our staff indicates that a high degree of responsibility has been placed on your shoulders. You will have the opportunity to display your individual talents and abilities in working with young people. We welcome you to our staff and feel that your contributions will serve our program and our campers, as well as offer you a scenario of personal growth and fun.

Camp Tall Timbers, over a period of many years, has developed an approach to its campers and its program that depends largely on warmth toward young people and a willingness to nurture their growth within a total environment of peer living. The environment we seek should be rich, creative, warm, and positive. The direction and guidance come from the counselors who must seek to develop this type of environment.

Camp Tall Timbers operates on the theory that children need a chance to relax and enjoy themselves. We operate a special kind of program. We try to stress the positive quality of everyday camp life as well as planned and organized activities.

Some of our broad objectives are:

1. To provide a safe, healthy, fun-filled summer for campers and staff.
2. To provide a total environment for boys and girls that helps to build and/or reinforce a positive self-image.
3. To provide experience for boys and girls in both social living and physical skills that a summer at home cannot provide.
4. To give boys and girls an appreciation of the out-of-doors and an opportunity to live in it free from as many material things as possible.

Specific objectives include:

Learning to live with others.
Respecting the rights of others.
Respecting the personality of others.
Learning to be less selfish.
Learning to be more considerate.
Learning the meaning of fair play.
Improving old skills and acquiring new ones.

THE ROLE OF A CAMP TALL TIMBERS COUNSELOR

A Good Camp Tall Timbers Counselor:

- Exhibits good character, health habits and integrity
 - Enjoys being outdoors
 - Desires to work closely with children
 - Understands and empathizes with children
- Desires to work closely within the confines of a camp community
 - Relates well to children, peers and supervisors
 - Is enthusiastic
- Is emotionally mature and uses sound judgment with self-control
 - Is not afraid to seek advice...ever
 - Exhibits appropriate Dining Hall behavior

An Effective Cabin Counselor Will:

- Live with and be responsible for a group of campers in a cabin
 - Supervise the health and safety of those campers
- Unpack with care and store each campers clothing in the cabin
 - Be the first one up in the cabin
 - Set an example by helping to clean up every day
- Assist children with washing and dressing if necessary

At Program Areas, Counselors Are Expected to:

- Be prompt and begin activities on time
- Keep equipment, supplies and areas in top condition
 - Report any damaged or lost equipment
- Make your program appealing, interesting and important to campers
- Consider the well-being and safety of campers as a first priority
 - Take direction from others willingly
- Control skill development through continuity and excitement
 - Demonstrate flexibility
- Reward all campers--even the ones less proficient

Camp Tall Timbers Counselors Should Also:

- Sit with your campers at all evening activities
- Be active participants at all evening activities
- Understand clearly that children follow and learn by example
- Take Night Patrol, Rest Hour, and all other duties seriously
- Become familiar with this manual and observe all camp policies
 - Learn as many names as you can
 - Ask if you have any questions
 - Be Safe
 - Be Creative
 - Be Fun
 - Speak Up

CAMP GROUPS

Every effort is made to assign campers and counselors to cabin groups where they can live in a happy, relaxed atmosphere. This placement is crucial to all and is probably the single most important factor affecting camp morale.

For a variety of reasons we make very few cabin changes during the summer. Changes can sometimes be difficult for campers and counselors, so we ask that you, the counselor, understand any situation that arises. Should you have a concern with your cabin during the summer, please see the Camp Director and he will be happy to offer some suggestions and listen to yours.

SCHEDULE OF A NORMAL DAY AT CAMP

8.00 a.m.	Wake up
8.20	Breakfast - staggered. Everyone must be in the dining hall by 8.35.
9.00	Clean up
9.40	First Activity Period
10.30	Second Period
11.30	First Free Swim
12.20 p.m.	Girls' Lunch
12.30	Boys' Lunch
1.00	Rest Hour
2.00	Third Period
2.45	Snack
3.00	Fourth Period
3.50	Fifth Period
4.40	Second Free Swim
5:45	Announcements and Dinner
Between 7 and 8	- Evening Activity
8.30-10.00	Bed Time for campers depending on activity and ages
11:00 p.m.	CIT1s in Bed
11.30 p.m.	CIT2s in Bed
12.00 a.m.	Staff Curfew

MOVING THROUGH THE DAY

Wake up

The counseling staff rises prior to their campers so that they can give the campers guidance as they go about getting up and getting ready for the day. It is particularly important that each camper washes, brushes his teeth thoroughly, combs his hair and dresses in a complete outfit of clean clothes.

Breakfast

Campers and staff may enter into the dining hall between 8:20 and 8:35 and sit at their assigned tables. Campers that require regular medication should stop by the nurse's table on their way into the dining hall to pick up their medication. After most people have eaten, Daily Announcements will be made. At the completion of announcements, counselors may dismiss their group after the table has been cleaned.

Cabin Clean Up

Campers and staff return to their cabins after breakfast for a cabin clean up.

- a. All beds are to be made as nicely as possible.
- b. All clothing, toilet articles, games, etc., are neatly arranged.
- c. The cabin is swept thoroughly.
- d. Toilets, lavatories, mirrors, etc., are cleaned by housekeeping staff. Soap, shampoo, and personal items should be removed from sinks and showers, and stored as directed by counselors.
- e. Area around and under cabins picked up.
- f. All waste baskets emptied in trash barrels conveniently located throughout the camp.
- g. Check to see that all clothing hanging to dry is on the drying line designated for your cabin. No clothing or equipment can be dried inside the cabins except in rainy weather. Clear all dry clothing from lines.
- h. It is recommended that all cabins have a work chart. Staff members should be included on the work chart.

Morning Activity Periods

There are two morning activity periods each day, Sunday through Friday.

Free Swim

At the conclusion of Second period is "Free Swim". Campers are free to take a dip in the pool, which is guarded, or to participate in any free time activity, i.e., tennis, basketball, etc.

Lunch

The dining hall should be a place for relaxed, quiet eating. Conversation should be encouraged and kept interesting. You and your campers should:

- a. Eat with your group.
- b. Display courtesy to dining room staff and to campers at all times.
- c. There is always enough food. Seconds are available after everyone is served.
- d. Encourage poor eaters by sampling and eating all food yourself.
- e. Set an example of good table manners. Keep mealtime as a period of enjoyment.
- f. Announcements are made after most people have finished eating. You may dismiss your cabin after announcements and your table is cleaned to your satisfaction.

***DESSERT NOTE:** In order to eliminate dessert anxiety, we ask that a counselor from each retrieve the dessert for the entire table, at the appropriate time. Only one dessert per person.

Rest Hour

All campers and counselors return to their cabins by the beginning of Rest Hour. Rest Hour is an important part of the total camp program. Both campers and staff need an adequate amount of sleep and rest to remain in the best of health throughout the camp season.

Listed below are the policies pertaining to Rest Hour:

1. Most staff receives Rest Hour off. Staff On Duty (OD) during Rest Hour are the same group that is OD that evening, and are assigned on a rotating basis (discussed later.)
2. It is the OD staff's responsibility to make sure campers are in the cabins or group areas and are quiet and behaving.
3. Few rigid Rest Hour rules prevail. The climate should be relaxed and restful and quiet enough so that those who would like to write, read or sleep may do so. No ball throwing, Frisbee, etc. should take place during rest hour. Music is allowed to be played quietly during Rest Hour.
4. No camper activity should be scheduled in the camp at Rest Hour without prior approval of the Camp Director.
5. When the bell rings to end Rest Hour, campers leave their cabins and move to their next program. Staff off at Rest Hour are free to swim, play tennis, relax, etc. If you stay in the cabin, you must not relinquish your responsibilities. We encourage you to recharge your batteries. But, please be ready to go to your activity when the bell rings to end Rest Hour.

Afternoon Activity Periods

There are three afternoon periods each day.

Afternoon Snack

At the conclusion of the third period each day, a snack is served outside the dining hall. Campers and Staff are welcome to come to this area and get a snack on their way to their fourth activity period. If you cannot make it to the dining hall, we will be happy to send your snack along with a camper heading to your activity.

Second Free Swim

Same procedure as stated for First Free Swim.

Dinner

At the dinner bell, approximately 5:45pm, the entire camp enters the dining hall and is seated at their cabin table. Announcements are done at the beginning of the meal and a blessing is said. Tables are called to go through the food line on a rotating schedule. As each camper finishes their meal the staff members may excuse their campers after the table is cleaned.

Rec. Time

Rec. time is an ideal time for showers, relaxing, a group game, or “hanging out” with the cabin counselor. **It is not time off for staff.** On the contrary, counselors should be with their campers. We encourage group activity (a cabin basketball game, a cabin talk, or hanging out), but be with your kids.

Evening Program

It is important that all counselors report to the evening program on time and are prepared to give assistance to the counselors in charge of the program. Evening programs are varied. Suggestions for new and interesting programs are welcome. The success of the evening programs is closely linked with the enthusiasm and interest shown by all of the counselors. All staff will be asked to prepare evening activities on a rotating basis. Careful attendance should be taken prior to the start of evening programs.

Preparations for Bed

As the campers prepare for bed, it is important that their cabin counselors encourage them to brush their teeth, use the toilets, wash, empty the pockets of their clothing and place their soiled clothing in their laundry bags.

Campers must sleep with linens. Sleeping in sleeping bags is a poor health habit and is not allowed.

This is not the time for counselors to shower or to take care of any personal needs that take them away from the campers.

Bedtime is important! Counselors should end the camper's day in as friendly a manner as possible. They are encouraged to read or tell a story to their campers. They may discuss the next day's program or some special cabin event, or they may talk individually with each camper, complimenting them for a job well done. This time spent in the evening with campers is very important! Counselors are also encouraged to occasionally plan social activities for their campers after bedtime. If you plan a special activity, please obtain approval from the Camp Director of your plans and inform the evening OD.

Lights-Out

Lights-out tends to vary based on the pace of the daily program and on a particular evening activity. Generally the policy is as follows:

Grades 1-5	8:45-9:30 PM
Grades 6-8	9:15-10:00 PM
Grade 9 CIT1s	11 PM
Grade 10 CIT2s	11:30 PM

SPECIAL DAYS

Every Saturday at Camp Tall Timbers is a Special Day. On Special Days, half of the counseling staff has their day off.

Typical Special Day

Late Wake-up and Special Breakfast
Recreation/Free Time
Services
Announcements
Organized games or activities
Lunch
Rest Hour
Special Planned Program
Dinner
Evening Program

Special Days offer the staff a unique opportunity to instruct, promote, and/or lead an activity that would not be available in a regularly scheduled day. We also run special clinics, etc. and this is generally a good day for some intercamp games or tournaments.

PROGRAM OVERVIEW

One of the reasons that children choose to attend Camp Tall Timbers is the breadth of programs offered and our scheduling system. Campers select their own activities with input and guidance from their parents via our camper profile as well as encouragement from staff to “try” different activities.

Campers in grades 1-3 visit activities in groups during the first two periods of each day. These activities are predetermined and selected based on the desire to offer a well-rounded program to those campers who may not be able to diversify their program on their own. The afternoon schedule for these campers mirrors that of the 4-10 grade group in that they are free to pick the activities that they are interested in pursuing.

Both boys and girls of all ages participate in a noncompetitive league program that incorporates several different sports. Counselors play an important role in setting a mood of clean, fair play.

Our program is an effort to define a mixture of activities, which will lead to a worthwhile and fun-filled camping experience. Each camper does not go through the same mix of activities. Each age group does not approach the activity in the same way.

The success we experience is in direct proportion to the skill and attitude of the staff, their commitment to children, their enthusiasm, industry, interest, initiative, creativity, dependability, integrity and judgment.

AWARDS

Camp Tall Timbers policy is to recognize campers who pass instructional levels in programs by way of awards being presented to the camper. Our belief is that children should be receiving praise for working at their own level regardless of his specific ability. The special accomplishment of the child who rarely succeeds is a different situation, one occasionally worthy of mention.

INVENTORY AND SUPPLIES

At the start and end of each season, activity staff will compile an inventory and a list of supplies and equipment that will be needed to begin a new year. If you need any supplies or equipment for your program during the summer, see the Camp Director or Administration.

STAFF POLICIES

COUNSELOR ETHICS

Loyalty to the camp and its administrators is of paramount importance. All staff should cheerfully and willingly carry out the camp policies and regulations. These policies and regulations have evolved over many years of experience and have included staff involvement in their formulation.

Staff is expected to dress in conservative, clean clothing befitting the outdoors and their activity. Their personal behavior should be worthy of emulation - clean language, free from vulgarity.

Counselors are expected to demonstrate a high level of interest not only in their own programs offering but in the total camp offering as well.

Staff should work together as a team realizing that there will be many times during the camping season when the “give and take” principle will need to operate to insure the smooth operation of the total program. Some helpful hints follow:

1. Seek a sympathetic understanding of the background, training, and ability of each other.
2. Be friendly, loyal, and patient with each other, overlooking trivial things.
3. Be considerate of the equipment and property of others.
4. Make a real effort to avoid indulgence in unfavorable criticism of each other. None of us do our jobs perfectly.

TIME OFF AND O.D.

1. Each counselor will be placed in one of four O.D. groups, which will rotate on a night-by-night basis.
2. Everyone is O.D. on Wednesday – CABIN NIGHT – that is spent alone with your cabin group on an overnight, special trip, cabin activity etc.
3. If O.D., you must be in your tent area or your dorm from bedtime until curfew.
4. Each counselor will receive equal time off per session.
5. Nights off start at dinner. Each counselor must be in camp by 11:30pm, and in bed by 12am.
6. Days off start after dinner on Friday and end at 11:30pm on Saturday night.

7. You are responsible for finding your own transportation on your off time. The Director will assist you and help if he can.

SMOKING

Smoking is forbidden in the tents, dorms and other buildings at all times. Due to the construction of the camp, the fire hazard is too great to permit smoking. It is also a camp policy that staff members do not smoke in front of the campers. For those of you who must smoke, there will be opportunities to do so. We must ask you NOT to smoke at activities, in the buildings, or around the campers. Staff members are also strictly forbidden from making any purchase of cigarettes for campers or giving cigarettes to any campers.

ALCOHOLIC BEVERAGES AND DRUGS

Please note that the drinking age in WV and VA is 21. Any minor who either uses or possesses alcohol may be subject to immediate dismissal. Staff who return to camp intoxicated may be subject to immediate dismissal. The possession of alcohol or drugs on camp property will result in immediate termination of employment.

FOOD

To ensure each camper maintains a proper diet, to protect campers with food allergies and to avoid attracting rodents, food and food packages are not permitted at camp. Your job includes confiscating such items and turning them over to the Director. Counselors need to set an example by not keeping food in the cabin.

PERSONAL SPORTS EQUIPMENT/BELONGINGS

Counselors who bring personal belongings, including sunglasses, stereos, athletic equipment, jewelry, clothing, money, etc. to Camp do so at their own risk. Valuables belong in the camp office. This is for your own protection. We strongly recommend placing extra cash in our camp bank, located in the office. We cannot be responsible for valuables left in the cabins. Personal sports equipment must be stored at the relevant activity area where it can be locked away when not in use.

WEAPONS

Staff are not permitted to keep weapons of any kind (guns, knives or other dangerous implements) or fireworks on camp property.

ANIMALS

No staff member may bring to or keep an animal or pet at camp without the expressed written permission of the Camp Director.

TELEPHONE AND INTERNET

Campers will not be permitted to call home without the Director's approval. Special effort must be made to prevent children who are homesick from getting to the phones. Calling home only makes their adjustment to camp harder. Please make sure that any personal cellphones are secured in your cabin or vehicle. If necessary, we will be happy to keep your cellphone in the office. Campers are not permitted to have cellphones in camp. Any camper cellphones must be handed in to the office.

The staff may use the phone in the counselor lounge only during rest hour, free periods and after the campers are asleep (NOT Free Swim). The Director must approve all exceptions. Please limit your calls to ten minutes or less as we only have one phone. Cellphones may only be used during evening time off. A computer with high-speed internet is also provided in the counselor lounge. Please limit your internet use when others are waiting.

AUTOMOBILES AND VISITORS

Staff members may bring their cars to camp. However, all cars must park in the area set aside for this purpose. For the safety of our campers and the orderliness of camp, staff cars are not to be driven around camp property at any time. When staff groups leave camp for a night or day off, they should walk to the staff parking area and leave from there. Under no circumstances are staff allowed to transport campers in their cars.

Visitors are not permitted on camp grounds. If you meet people on camp grounds, please escort or direct them to the camp office. Staff members are permitted to have visitors pick them up on their day off, but we have no facilities for feeding or entertaining them.

GRATUITIES

According to the American Camp Association (ACA), tipping is forbidden.

WHEN TO DISCIPLINE

During the normal course of the summer, you will feel the need to exercise some form of discipline. **THINK BEFORE YOU ACT!** Do not place yourself on the same level as the campers by using anger, threats or force. **DO NOT ALLOW YOURSELF TO BE PLACED IN A POSITION WHERE YOU ARGUE WITH A FELLOW STAFF MEMBER.** Try to understand the specific cause of the camper's action. If punishment is called for, let it be specific, quick and meaningful.

AT NO TIME IS PHYSICAL PUNISHMENT TO BE INFLICTED ON ANY CAMPER.

Avoid docking from movies, desserts etc. It is an immature approach and hurts your relationship with the camper. **WHEN IN DOUBT REGARDING THE PROBLEM, WHICH YOU FACE, SEE THE DIRECTOR FIRST.**

KEEP THE CAMP ENVIRONMENT WHOLESOME

Parents are sending children to camp for a positive influence. This does not include teaching them new words, ideas etc. Along these lines, counselor-camper relations beyond friendship are strictly forbidden and could result in immediate termination of employment. Contact between staff and campers should be warm and caring -- not sexual.

Be positive, willing, and helpful when dealing with campers and counselors.

Plan a lesson for each activity period. Campers can spot someone who is lost. The more preparation, the better your activity will run.

Keep an eye out for campers who are loners, do not eat, or do not keep themselves clean. These are all symptoms of an unhappy camper.

Keep yourself clean. Keep your area clean. The best way to lead is by example.

PROCEDURES

The Infirmary

If a child is healthy at camp, then his or her summer is going to be that much better. Children in camp are constantly moving, sometimes becoming rundown and are therefore susceptible to many illnesses. It is the counselor's responsibility to watch the child's health at all times and to note when a camper is not feeling well or has any sort of injury which needs to be treated by the nurse or doctor. Be aware that your campers sometimes have a tendency to overlook illness or injury. Encourage campers to drink water.

Our medical team has a major responsibility at camp. They monitor the general health of the entire camp. There must be strict adherence to our medical regulations. All medications, for both campers and counselors, MUST be kept in the infirmary. The infirmary area is off-limits, except during sick call or with the approval of the camp doctor. Campers who are admitted to the infirmary will have their necessary personal articles brought to the infirmary by the cabin counselor, which will include: pajamas, toilet articles, robe, slippers, games and reading material. We understand that many counselors will develop strong relationships with campers during the summer. While visits during designated periods are encouraged, common sense dictates brief stays.

Laundry

Laundry will be picked up once a week and returned a day later. Be sure that your name is placed on all of your belongings. It is your responsibility to see that campers send all their dirty laundry each week. The laundry schedule will be announced. For staff that does not wish to send their clothes to the camp laundry, there are laundry facilities in town that may be used on a night off.

SUGGESTED CLOTHING LIST

NECESSARY ITEMS:

10 pairs pants (7 short, 3 long)
10 T-shirts or Polo shirts
1 jacket
2 pairs of tennis shoes
1 pair sturdy shoes
10 pairs of socks
10 pairs underwear
2 pairs light weight pajamas
1 pair heavy pajamas
3 bathing suits
3 sweatshirts or sweaters
1 pair rubber shoes for shower & pool
1 poncho or raincoat & hat
1 pair wet weather shoes/boots

GENERAL SUPPLIES:

6 - 8 towels (we will do our best to provide overseas staff with towels so they will not have to pack them)
2 - 4 wash cloths
2 laundry bags
1 flashlight + extra batteries & bulb
toilet articles (toothbrush & paste, soap, shampoo, etc.)
stationery, postcards, stamp, pens.
sleeping bag
a canteen or water bottle

OPTIONAL ITEMS:

camera & film
fun costume (Halloween)
athletic equipment:
baseball glove
hiking boots
lacrosse stick
tennis racket & 1 can of balls
baseball hat
golf clubs
roller blades, helmet & protective gear
fishing gear
riding boots (or shoes with a 1" heel) and a helmet
dance shoes - tap, ballet
safety or bike helmet
audio tapes and player
musical instruments
1 "nice" sports outfit for banquet (NOT coat/tie)

PLEASE LABEL EVERYTHING!!!

Safety at Camp

The gravest danger at camp is fire. It is for this reason that staff is forbidden to smoke in any of the camp buildings. If there is a fire or emergency at camp, proceed as follows:

1. Organize the campers under your care.
2. March them to the softball field and line them up single file by tent or dorm where they can be turned over to the Director
3. The signal for emergencies or fires is a continual ringing of the camp bell and/or three short air blasts.

Fire drills will be held periodically during the season. As an added precaution, staff members are urged to be aware of any electrical danger that may arise. Since our electrical system has been constructed for normal use, overloading of electrical outlets should be avoided. Each counselor is expected to report any safety hazard to the Head Counselor so that proper attention can be given to the problem by the maintenance staff. At no time is a staff member to make any structural change in a cabin or at any activity without obtaining approval of the Head Counselor.

The Camp Office and Mail

The Camp Office is a busy center of activity. The Office Staff is not to be disturbed for unnecessary requests. Staff members are not to congregate in the office. When you find it necessary to report to the office, complete your errand quickly and return to your campers or your assigned area. If your reason for being in the office is to take out equipment or supplies, please make sure that it is properly signed out. Do not attempt to pick up your mail before lunch.

Mail Is Expected to All Parents from All Campers

The office will check letter writing and the counselor will be held responsible. Don't accept any excuses. Campers must write home on Sundays, Tuesdays, and Thursdays. Make it a pleasant chore, but make sure it is done. Stress positive remarks. Please oversee this closely, for child-parent contact is critical during camp.

Social Gatherings

At camp dances, campfires, songfests and movies, you are required to remain and sit with your tent or dorm group. This develops good audience patterns and strengthens the relationships that you seek with your campers.

Accidents Can Be Prevented

Your being alert can prevent accidents. Check areas and equipment. Report any hazardous condition to the head counselor.

Rainy Days

Not a problem if you plan ahead. Plan before camp by incorporating some of your interests and hobbies. Your own resourcefulness will be called upon despite all camp planning. Be ready to step in with group songs, skits, games, etc.

Canteen and Snack

Canteen will be announced by cabin group. Snack takes place everyday between 3rd & 4th period except Saturday. **It is important to drink fluids on hot days.**

Plane Travel

Counselors and staff should plan to arrive into Dulles International Airport. Transportation from Dulles to camp has been arranged to depart Dulles at a time to be determined (around 1-2 pm would be good). If you are traveling at an odd hour or your arrival is scheduled for a different day (overseas staff will be met on arrival), take Greyhound Bus Service to Hagerstown, MD and we will arrange for you to be picked up. Please inform the camp office of your travel plans as soon as possible.

The information contained in this handbook will be reviewed during the counselor institute and revisions may be made at that time. Should you have any questions concerning the booklet and its contents please contact me at your earliest convenience.

Glenn Smith, Director, Camp Tall Timbers, FunCamp@aol.com, 301-874-0111

Directions to Camp

Washington\Virginia Area

Take route 7 West to Winchester, Virginia, (a little quicker route is to take the Dulles Toll Road to the Greenway-Following route 267 West to Route 7 West to Winchester), located 60 miles west of Tyson's Corner Virginia. While traveling on route 7 West, bypass all the towns where this option is available. (When faced with a bypass or business route, take bypasses). As you approach Winchester, you will pass a car dealer on your right (Dodge, Volvo). One-quarter mile past the car dealer, exit onto route 81 North. Stay on 81 North for one and a half miles until the first exit, route 37 South. Exit and turn left at the light. After one-quarter mile on 37 South, you will pass Crown Cork and Seal on your right. Bear right at the split on 37 South. After the split on 37 South, travel to the third exit. You will see the Winchester Regional Hospital on your left, exit right to route 50 West. On route 50 West, travel for 10 miles until you reach Gore, Virginia. After passing the firehouse on your right, move to the left lane. One-half mile after the Firehouse, turn left onto route 259. Travel four and a half miles on Route 259. You will cross into West Virginia. In West Virginia, you will see a tractor store and the Post Office on your right, slow down. 200 yards after the tractor store, make a right hand turn onto Christian Church Road, route 13. Stay on Christian Church Road for approximately one and a half miles. You will pass the church. 300 yards past the church, make a left turn on Hook's Mill Road, route 13 over 3. Go one mile until you reach a gate and you will see the sign for **Camp Tall Timbers**. Follow the signs into camp.

Baltimore\Frederick Area

Take route 70 West to 340 West toward Harper's Ferry/Charles Town. Stay on 340 as it changes to 340 South. Keep heading toward Charles Town. Just as you leave West Virginia and enter into Virginia, stay alert for the route 7 West exit toward Winchester, Virginia. Then stay on 7 West to Winchester, Virginia. As you approach Winchester, you will pass a car dealer on your right (Dodge, Volvo). One-quarter mile past the car dealer, exit onto route 81 North. Stay on 81 North for one and a half miles until the first exit, route 37 South. Exit and turn left at the light. After one-quarter mile on 37 South, you will pass Crown Cork and Seal on your right. Bear right at the split on 37 South. After the split on 37 South, travel to the third exit. You will see the Winchester Regional Hospital on your left, exit right to route 50 West. On route 50 West, travel for 10 miles until you reach Gore, Virginia. After passing the firehouse on your right, move to the left lane. One-half mile after the Firehouse, turn left onto route 259. Travel four and a half miles on Route 259. You will cross into West Virginia. In West Virginia, you will see a tractor store and the Post Office on your right, slow down. 200 yards after the tractor store, make a right hand turn onto Christian Church Road, route 13. Stay on Christian Church Road for approximately one and a half miles. You will pass the church. 300 yards past the church, make a left turn on Hook's Mill Road, route 13 over 3. Go one mile until you reach a gate and you will see the sign for **Camp Tall Timbers**. Follow the signs into camp. Approximately 105 miles travel distance from Baltimore, MD.