

CAMP  
ILLAHEE

EST.  1921

# Parent Handbook

500 Illahee Road  
Brevard, North Carolina 28712  
**Phone:** 828-883-2181 **Fax:** 828-883-8738  
**Email:** [claire@campillahee.com](mailto:claire@campillahee.com)  
**Website:** [www.campillahee.com](http://www.campillahee.com)

(revised 2024)

*Excellence in Camping for Girls*

## Introduction

*The Camp Illahee Parent Handbook is a supplement to the website. Please read the website, as well as the Parent Section for the most up to date information.*

Objectives of the Camp Illahee experience include developing character, friendships, moral convictions, faith in God, self-esteem, and a love for nature. Camp is a time for your daughter to grow, to discover, and to thrive. Illahee provides opportunities for growth by creating a supportive atmosphere led by an enthusiastic and encouraging staff. Camp activities and programs develop campers' skills as well as the strengths of their personalities and attitudes, their perseverance, faith, and self-confidence. Through interaction with the outdoors in everyday living and in activities, Illahee underscores the value of nature in each child's life. In these ways, Illahee hopes to further the character development of individuals who will make positive contributions to their communities.

## Traditions and the Spirit of Illahee

Illahee's traditions continually evolve, reflecting a dedication to progress and improvement. Each new direction remains in keeping with the "Spirit of Illahee" centering on friendships and the kind and caring community created at camp. Sunday night campfires provide an opportunity to sing songs that speak of love, faith, and the beauty of the world around us. "Canoe formation" offers a quiet moment at the end of the session for our community to reflect on the richness of the surroundings and the experiences of the past weeks. On Final Night, the community floats candle-lit wish boats and sings the camp's "Pine Tree" song for the last time. This ceremony reminds us to take the camp spirit of love and kindness out into the world.

The desire to epitomize the "Spirit of Illahee" reflects a community based on Christian values. The Illahee experience gives girls the opportunity to grow in their faith and to experience God's love away from their family and home church. The Illahee atmosphere is one of acceptance and encouragement to promote positive growth for campers and counselors.

## Honor Code

We expect each camper to be a positive member of our community. In order to promote our "Heavenly World," we set high expectations as we work to offer a wholesome and emotionally and physically safe camp community. Upon their arrival, campers review with their cabin the **Illahee Honor Code: "On my honor, in the spirit of Illahee, I promise to be trustworthy, helpful, honest, and true,**

**and to encourage others to do likewise.”** We also ask that campers have a positive attitude, respect their fellow campers and staff, and that they not use or bring alcohol, drugs, drug paraphernalia, or tobacco/e-cigarettes/vaping products as well as cell phones, and handheld electronics (to include ebooks, GoPros, iPods, etc.)

## High Expectations for Illahee Campers

We reserve the right to dismiss any camper who does not follow the above guidelines or whose behavior disrupts cabin life or the “Spirit of Illahee” in the community. Campers who exclude or intimidate others during the camp session or outside of the summer may not be asked to return to camp. Likewise campers who choose not to participate in activities or have emotional needs that overtake or negatively affect the cabin experience, or are a danger to herself or to others may be asked to leave camp early.

## Preparing for a Healthy Camp

Each summer we rely on our partnership with camp families to help in our efforts to create a healthy camp community. Please read [\*A Healthy Camp Begins at Home\*](#) and rely on the following strategies to help mitigate any communicable illness.

1. Pre-camp – We recognize that some campers will be coming from the school year, educational opportunities, or special family events, but we encourage avoiding sleep overs and unnecessary travel in the ten days prior to camp. Stay away from anyone who is sick or has symptoms of illness. Make sure your camper comes to camp rested and ready for fun!
2. Let us know immediately if your daughter has been exposed to someone with COVID, flu or other communicable illness within two weeks of her session at camp.
3. If recommended by your physician, we strongly encourage campers to be fully up to date on all immunizations.

## Opening Day/ Travel

Opening and closing days are exciting days at camp filled with anticipation for meeting campers and counselors and for greeting families. We have found that staggering arrivals by assigning drop off windows between 9:30 and 11:30 has not only helped with starting camp in a “safe bubble” but has also helped make opening day smooth for campers and counselors alike. Arrival times will be emailed prior to the session.

Camp families will be directed through camp’s gates and greeted by directors. Any required health screening forms will be turned in along with medications or special instructions for the nurses. A director will give your daughter her cabin assignment and luggage tags. Afterwards, your car will be directed to the unloading zone.

For campers who fly to camp, we provide transportation to and from the Asheville airport - AVL. We have limited pickup from the Greenville, SC airport - GSP. Please contact [Claire Bagwell](#), our travel coordinator, before scheduling flights so that she can coordinate the best arrival and departure times. Use her name on any unaccompanied minor forms and be sure to review policies and pay any fees directly to the airline. Plan to ship any trunks or large duffels directly to camp rather than checking them on a plane.

## Shipping Luggage To and From Camp

We recommend using [Ship Camps](#) for luggage coming into camp, and we **require** using them for any trunks and duffels going home from camp. ***This is the only method for shipping luggage home from camp.*** Forms for shipping will be available on your myillahee dashboard in March. If plans for shipping change, email [claire@campillahee.com](mailto:claire@campillahee.com).

## Coming Early/Leaving Late

Due to the importance of staff training and the limited preparation time between sessions, it is inconvenient for campers to arrive before opening day or to stay at camp after the session ends. In order to enjoy camp fully, it is important for campers to arrive on opening day and depart on closing day.

## Digital Images/ Social Media

We approach the use of the internet and the posting of digital images with care, especially in regard to images that are taken while at camp. **Campers are not allowed to bring digital cameras or GoPros to camp.** Our camp photographers will upload photos daily to the camp website to be accessed through the camper's myillahee account. While the photographers work to capture daily moments, there may not always be a daily photo of your camper. Illahee's goal in taking and uploading photos is to tell the story of camp in order to further emphasize Illahee's mission, while maintaining a safe and positive community. Most importantly, we want campers to be present at camp so they can truly grow in who they are and experience all that Illahee has to offer. In regards to personal social media accounts, **use of the Camp Illahee name should not be used in the creation of any sort of social media handle or profile. It is the parents responsibility to monitor their daughter's social media as well as any camper and counselor friendships outside of the camp session. Social media used negatively or to intimidate a staff member or camper is not tolerated and will result in dismissal from camp or from future enrollment.**

## Electronic Devices

Camp is a great retreat from social media, and a time to unplug and enjoy the people, natural setting and surrounding community. Please do not send headphones, iPods, wireless or other WiFi enabled devices such as Fitbits, Apple/Smart watches, Kindles, laptops, cell phones, digital cameras, or a device with internet-uploading capability. Cabin counselors will have iPods with music that is appropriate for community enjoyment. If brought to camp, these items will be gathered and returned on closing day.

## Cabin Groups

Camp Illahee cabins are arranged on three “hills.” The youngest campers live on Hillbrook, then Heigh Ho, and the oldest on Pineview. Cabin groups are assigned by grade and age level. Requests for cabinmates can be emailed through the camper information link and can be honored if both campers are in the same grade level and there are no conflicting requests. We try not to place more than two campers from the same school and city in a cabin. Careful consideration will be given to each request; however, the final decision rests with the directors. Requests must be made by parents at least two weeks prior to the camp session.

## Dress Code/Clothing/Laundry

See the [Camp Illahee packing list](#) for a convenient checklist to help you get ready for camp! While packing, please adhere to the following:

1. Illahee girls are ready to enjoy the outdoors and get messy. Camp cannot be responsible for missing or lost clothing including Lulu Lemon shorts and tanks, which are best left at home with other expensive items. Clothing should be functional and durable for camp.
2. Attire should be modest; bra straps, cleavage, and tummies must be covered. Leave any “short shorts” at home and use the “fingertips at your sides” measure for a minimum length for shorts.
3. One piece bathing suits are required at the lake and on trips.
4. Laundry is done weekly and is sorted by cabin group. It is essential for your camper’s name to be on everything. Mabel’s Labels is a good source for name labels.
5. Camp provides towels that can be exchanged twice a week for clean dry ones. Please leave personal towels at home unless you wish to donate them to camp.
6. Campers should bring their own comforter and pillow/pillowcases to camp.
7. Camp provides sheets and blankets. Campers may bring their own sheets if preferred but need to have enough sheets for the session as they are unable to be washed with the camp laundry.

## Sundays and Illahee's Uniform

The Sunday uniform is an Illahee tradition consisting of a white Illahee polo and blue tie, which may be purchased from camp and worn with white shorts. The girls will be fitted with uniform tops and receive pre-ordered items on opening day. Uniforms may be ordered through the Ship's Store pre-order form found on the website camper information page. The five day Junior session campers are not required to have a uniform. We will send more information and links to all forms in the spring closer to camp.

On Sundays, campers come to the dining hall in their PJs to enjoy a buffet breakfast that includes fresh donuts, fruit, cereal and eggs. After breakfast and cabin activity time, the camp gathers for a Christian worship service in the Woodland Chapel. The service, planned and carried out by counselors and campers, combines songs, readings, and an inspirational message. Transportation to early Mass for Catholic campers is offered during the three and four week sessions. Sunday afternoon activities involve the entire community in events such as the Amazing Race or the Swim Show. We end the day with singing and skits at campfire.

## Medical Information and Health Screening

In our effort to provide a healthy and safe experience for your daughter, it is important that your daughter's online Health Information form is completed and signed by a parent or guardian. [The Physician's form is an additional medical form. Please download it for your daughter's medical provider to complete.](#) Most physicians will sign and update the form if they have seen the camper within the past year. This form along with immunization records attached, should be uploaded through your campers dashboard on My Illahee, mailed or emailed to camp by May 15th, prior to your daughter's arrival at camp. Communicate any changes (as needed) to the health history, physical or mental, prior to camp. Our medical staff depends on this information daily and in the event of an emergency.

Camp medical staff is available by phone and on opening days to discuss any medical concerns. If a child arrives at camp with a fever, a stomach virus, or coronavirus symptoms, she will need to leave camp until the fever subsides or symptoms can be evaluated. Likewise, make us aware of any illness that your daughter has experienced within 14 days of arrival at camp. Any required pre-camp Health Monitor Forms will be posted online and emailed to you in May.

Campers are not allowed to keep any medications in their cabins. ALL medications (with the exception of inhalers for asthma and prescription dermatological creams)

must be kept in the health center. Campers are not allowed to bring products containing CBD or CBD oil to camp. Talk with a director before altering regular medications, such as ADHD medication or other scheduled prescriptions prior to arrival at camp. Usually it is best not to make changes prior to camp

All daily medication must arrive at camp in Blister Packaging, filled by a licensed pharmacist along with a prescription, labeled with the dosage instructions and name of the prescribing physician. This includes prescription medications, over the counter medications, vitamins, supplements, melatonin, etc. that your child takes on a daily basis. Please note that we prefer medications to be dispensed at breakfast when possible. Blister packaging can be filled at home by your local pharmacy. Larger chains like CVS or Walgreens often do not offer this service. [Gordon's Pharmacy](#) in Brevard offers this service. Please allow a four-week lead time for filling the blister packs. Cashiers Valley Pharmacy is another local pharmacy that offers this service (828)743-3114. Prescription medications taken "as needed" (such as migraine medicine) do not require Blister packaging but must be in the original packaging with an original pharmacy label, including the dosage instructions and name of the prescribing physician.

Our camp infirmary is fully stocked with over the counter medication, and treatment procedures from our camp physician will dictate their use. This includes, but is not limited to, Motrin and Tylenol (fever and pain reducer), Benedryl (anti-itch), Zyrtec (anti-histamine), Neosporin (topical antibiotic), Hydrocortizone cream (topical anti-itch), Tums (gas relief), Miralax (constipation/fiber supplement), Sudafed (decongestant), Mucinex/Delsym (cough suppressant), swimmer's ear medicine and throat/cough lozenges. Epinephrine (used for anaphylaxis) is available for emergency first-aid treatment. Illahee has registered nurses on staff, and a local physician who visits camp twice a week and is available to consult and see campers in his office. Parents will be notified by phone if a camper visits the doctor's office, spends the night in the health center, or has recurring visits to the medical staff.

Screening campers for lice as well as other health concerns is a routine part of opening day. **Campers arriving with lice are treated at camp on opening day by a lice specialist. Parents will be billed for the cost of the treatment.** While not a health risk, lice pose a huge inconvenience. It is critical to check your daughter's head prior to camp and to be sure to treat any lice and remove nits prior to coming to camp. Please let us know if she or a sibling has been treated within two months of camp. You will find detailed information for screening [on our website](#).

## Doctor Visits/Pharmacy

If it is necessary for a camper to visit the doctor's office and/or receive prescribed medications, parents will be notified and billed accordingly. If the doctor's office or pharmacy is unable to submit claims directly to your insurance company, we will forward receipts for your use in filing insurance claims.

## Personal Camper Information

Often months pass between the application process and the opening of camp. If a recent event may affect your child's experience at camp, it is important to make the directors aware of it. Please know that all information is handled in confidence and in the best interest of your child. Make us aware of any emotional concerns which may include learning difficulties, ADHD, bed-wetting, a loss or change in the family, or struggles with peer relationships by noting it on the Camper Information Form or by calling/emailing [gardner@campillahee.com](mailto:gardner@campillahee.com). Likewise, please let us know if your daughter is seeing a counselor or a therapist regularly.

## Dining Hall and Food Allergies

Our campers are served three well-balanced meals a day along with fruit at various times. In addition to meals served family style, fruit, bread, and a well-stocked salad bar is available at meals. We will work to accommodate food allergies if verified by a physician. Alternatives may be limited. Please communicate any food allergies, dietary restrictions or special needs to us before camp begins.

## Birthdays at Camp

We make an extra effort to ensure that a camp birthday is a special day. Birthdays are celebrated with songs and a cake for the "birthday queen." She and her cabinmates enjoy celebrating after lunch or dinner. Leaving a small gift at the camp office on opening day for us to give to the birthday girl is also an option.

## Mail/Packages

**Managing packages is time consuming and cumbersome for the office.** Most forgotten items are unnecessary and we are happy to provide your daughter with any necessities while she is at camp. **PLEASE DO NOT SEND ANY PACKAGES TO YOUR CAMPER!** Inform family and friends that all **CARE PACKAGES ARE RETURNED TO THE SENDER.** Camp cannot be responsible for returned packages or those held until the end of the session. A highlight of every camper's day is checking the mailboxes for mail. Please do not include candy, gum, magazines, or other items with cards or letters as they will be removed by staff. Snail mail can be slow and it can take up to 5 days for mail to reach camp so don't mail letters



after the Monday of a closing week. Often parents mail letters prior to the session's opening or leave mail with directors to distribute during the session.

## **Telephone**

Illahee campers are not allowed to use the telephone except in the event of an emergency. We strongly encourage written communication as a way for campers and families to keep in touch.

## **Email/Daily Updates**

To access the daily updates and camp photos, log on to [My Illahee](#) on the website. Each camper has her own login and password. This is where you can email your camper. Emails are printed and delivered to your daughter's cabin. A nominal charge for this service helps offset our technology costs and is billed to your ship store account. Camp is unable to set up My Illahee accounts for relatives or friends who must get permission and passwords from a camper parent directly for access. You may choose to download a high resolution version of the photos by purchasing the option through your daughter's Ship's Store account. This allows for the ability to print high quality photos from the website.

## **Junior Session Activities**

During the Junior Session, campers rotate with their cabin group and a counselor through 20 activities such as horseback riding, swimming, arts and crafts, canoeing, nature, and team sports. Evening program includes camp highlights such as Airband, swim party, campfire and a trip to Sliding Rock. There is no need to register for these activities online.

## **Activity Registration**

All campers (with the exception of Junior Session) must pre-register for their activities by completing the on-line form found by logging in to My Illahee on the website. This link will be sent in the spring. Campers will receive their activity schedules on Opening Day with five activities for Pine Days (Monday-Wednesday-Friday) and five for Tree Days (Tuesday-Thursday-Saturday) for a total of 10 activity periods.

## **Overnights and Day trips**

Camp Illahee is in a beautiful part of Western North Carolina, and a wonderful part of the camp experience is going out of camp on trips. Day hikes to area trails and waterfalls, field trips to the Hannah Ford Farm outpost and to Pisgah Forest, tubing trips on the French Broad and evening trips to Sliding Rock are all part

of the Illahee program. The 7th grade hike and Spark Day are camp milestones. Most campers go on an overnight with either their cabin to an on-camp shelter or their hill to the Hannah Ford Farm. Overnights typically depart before dinner and return for breakfast the next morning and offer the chance to cookout, enjoy a campfire and to sleep outdoors under tarps, tents or on a clear night, under the stars.

### **Cancellation Policy/Activity Coverage Insurance**

If cancellation is necessary, the \$1000 deposit, less a \$200 processing fee, is refundable if written notice is received prior to February 1. The deposit is non-refundable for cancellations after February 1. There is no tuition refund made for cancellations after April 15th or if a camper leaves during a camp session.

Because camp tuition is non-refundable for any withdrawals made after April 15th, you may consider Travmark's Activity Coverage which may offer some protection in the event of a withdrawal. This 3rd party provider offers coverage which must be purchased before your final tuition payment is made to camp. For more information and to get a quote, [follow this link](#).

### **The Best Summer Ever!**

At Illahee we are committed to taking exceptional care of your daughter so that she will have the best camp experience possible. We have outlined many policies to ensure that this happens, **BUT** we also know that camp is mainly about having **FUN!** We will continue to update you through email in the spring and with the daily website photos and updates during the summer. We can't wait to have your daughter with us this summer!