



2025 Pre Arrival Family Email

Dear Camp Families,

Happy spring to you all! Can you believe that we open our doors in a little over a month?

First of all, you can find our family handbook and all of the relevant forms/documents that you need to prepare for camp at www.incarnationcamp.org/familydocuments. We suggest checking this page out so you can get familiar with our camp policies and info!

Here are some last important pieces of information you need to know that will make your preparation for camp, and time here run smoothly. Please click the hyperlinks below to be taken to a particular subject. We ask that even our returning families read this document, as some things have changed as we constantly look to make Camp be the best it can!

- **Care packages**
- **Quick look contact list**
- **Camp store information**
- **Bunk1 information & parent code**
- **Pre-camp paperwork checklist and explanation**

Care Packages

Campers love to receive care packages, so feel free to send your camper a package with such items as playing cards, books, magazines, comics, stickers, stationery, Mad Libs, puzzles, books, and other small gifts.

We are respectfully asking that our families do not send any food products in care packages.

All candy, gum, and food items are prohibited. Many campers suffer from severe allergies, and allowing outside food and candy not only puts these campers in life-threatening danger, but also attracts bugs, raccoons, and other animals that inhabit the woods. If campers wish to have snacks and candy, they can be purchased from the camp store weekly. **Any food items sent in care packages will be discarded.**

We can only accept packages that can fit into a medium flat rate box from the US Postal Service (about the size of a shoebox- 11"x 8.5"x 5.5") or smaller due to space restrictions in the Post Office and at camp. All packages and bulky envelopes addressed to campers will be opened in the presence of a staff member upon collection from the camp office.

Summer Contact quick look

Physical Address

Incarnation Center, 253 Bushy Hill Road, Ivoryton, CT 06442

Address for packages/letters

(Camper Name)

(Unit name)

Incarnation Camp

PO Box 577

Ivoryton, CT 06442

Telephone

Camp office - **860-581-4560** (9 am to 6 pm every day)

Financial office - **860-767-0848** (financial/registration questions)

Main email addresses

campinfo@incarnationcamp.org (will respond within 24 hours for non-urgent camper issues/questions)

healthcenter@incarnationcamp.org (for medical questions/issues)

Staff email addresses

JMurray@incarnationcamp.org (Assistant Director, Camper, or programming concerns)

LCain@incarnationcamp.org (Director of Camp Programs, Camper, or programming concerns)

MGardon@incarnationcamp.org (new camp families questions or concerns)

LScalo@incarnationcamp.org (Business manager, payment or registration questions)

Emergency contacts

Please only call in case of emergency. If there is no answer, please leave a message and your call will be returned within the hour. Emergency Contact - **475-372-9265**

Camp store

The camp store is back again this summer! We will have a wide selection of non-food and food items, that are both fun and useful! There are a whole bunch of items available for our campers and these offerings will change weekly.

In case you didn't know - you can check your camper's store balance in real-time, and also add funds if they are running low. This can be done on your Campbrain account (the same login as your registration) the link can be found [here](#)

Below, you will be able to see our Bunk1 parent code. On the bunk1 parent website, you will be able to make an account and access various features which include viewing daily photos of your campers during their time with us, sending bunk notes, and more. Please review the information below for further information on registering. Bunk1 is a third-party company who we have partnered with for several years.



KEEP IN TOUCH WITH BUNK1!

Be the first to know what's happening this summer at **Incarnation Camp**. We offer private photo gallery, you can also send messages using Bunk Notes. No need to wait for snail mail; Bunk1 makes it easy to communicate with your child. Follow Bunk1 on [Facebook](#) and [Twitter](#) for the latest updates and deals!

GET STARTED TODAY!

- Go to www.Bunk1.com
 - **RETURNING PARENTS** will login using their email address and password from the previous year.
 - **NEW PARENTS** will click "New here? Get Started" button and complete the basic form.
 - The Invitation Code for **Incarnation Camp** is: **2025IC**
- You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send Bunk Notes and enhance your notes with borders, photos, sports scores, and puzzles.

PHOTO GALLERY WITH PHOTO TAGGING

Save Favorite Photos for easy access to pictures of your camper all year-round. Select the heart icon to favorite.

Upload a profile photo of your camper to enable Photo Tagging. Our photo tagging software will scan all the uploaded photos and notify you when we detect photos of your camper.

Share Photos to social media or email a photo to family.

Customize Unique Photo Gifts such as photo books, mugs, calendars, phone cases and more.

Order high resolution digital downloads or prints.



SENDING BUNK NOTES

Send Bunk Notes day or night. Your camp receives a pdf at **6:00 am EST** each day containing all Bunk Notes received in the last 24 hours. Camp prints each Bunk Note and delivers them to your camper with the regular mail. You can purchase more credits anytime in the Bunk Notes menu. Successfully sent Bunk Notes will appear under Bunk Notes > View Sent.

Bunk Notes for Families: Purchase **Bunk Notes Express** and receive a unique email address for your camper. Edit this email address under the Bunk Notes tab. Anyone in your family can directly email your camper at this address, and the note will be delivered as a regular Bunk Note. A credit is deducted from your account for each note. These notes can also be confirmed as sent under Bunk Notes > View Sent.



The Bunk1 team is available to support you 7 days a week during peak season. They guarantee a response within 24 hours and it's usually much quicker than that. Please call Bunk1 at 212-974-9112 or email support@bunk1.com. For FAQ's related to the services above, visit www.bunk1family.com/faqs.

Pre Camp forms, paperwork & other documents checklist, and explanation

Please make sure you have filled out the following forms, and submitted the following documents before your arrival at camp. Most of these are to make sure that we can have campers here safely.

Paperwork (fill these out the old-fashioned way and upload them)

- ☐ **Mandatory medical forms requiring physician signature** *(these can be uploaded by taking a picture of the completed & signed form)*
- ☐ **CT State individual care plan** *(this is for campers who require any additional care while joining us at summer camp) Please read the accompanying cover letter. If you are unclear about whether or not this applies to your camper, please let us know and we will help you make that determination.*

Forms (fill these out online, located on the campbrain portal - you may have already done some during your initial registration!)

- ☐ **Camper information** - This form gives us a little more information about your camper, and will take 5-10 minutes to complete. You likely did this at your initial registration
- ☐ **Permissions** - This is our waiver for various camp activities etc. Again this is mandatory and you likely completed at your initial registration.
- ☐ **Medical form** - This is an indepth medical form that tells us about any conditions, circumstances, or considerations your camper may have. This form should take around 15-20 minutes to complete.

Other Documents (upload these to your campbrain account!)

- ☐ **Insurance card (front & back)** - If your camper needs any medication while at camp, or needs to be taken to a drs appointment or emergency room, this card is important to avoid any slowdown in care.
- ☐ **Immunization records** - These can be obtained from your doctor's office, and are very helpful in deciding care by both our on-site medical staff and offsite facilities
- ☐ **'Hey Camper' card** - You should have received this physical card by mail in May. It is for your camper to complete. It helps us decide the best tent and counselor placement for them upon arrival. You can take a picture of the card and upload it to your campbrain account.