



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# YMCA CAMP CARTER PARENT HANDBOOK OVERNIGHT CAMP 2021

WELCOME TO YMCA CAMP CARTER

*"In the heart of the Ft. Worth community, Camp Carter provides quality programs that enhance people's relationships with themselves, others, and the world around them."*

**YMCA CAMP CARTER**  
6200 Sand Springs Road  
Fort Worth, Texas, 76114

[www.campcarter.org](http://www.campcarter.org)

**Phone:**

(817) 738-9241

**Fax:**

(817) 731-1673

## Dear Summer Camp Parents,

Dear Summer Camp Parents,

At Y overnight camp, we are here to make your kids feel welcome. To help them quickly realize this is a place where they belong and can be themselves. Try new things. Make new friends. And be a part of something great. The Y is giving kids their *best summer ever* through an overnight camp experience with more activities to help them learn, master skills, make friends and feel welcome.

Through the Y's overnight camp program, kids participate in fun and educational activities that help them:

- Learn and master skills that help them realize their passions, talents and potential;

- Build friendships with new friends and staff role models adding to their well-being;

- Help them feel like they belong so they feel safe, welcome and free to express their individuality.

We know we have a huge role in each camper's development and we take that seriously. Thank you for allowing your camper to spend the summer with us. The YMCA understands the many benefits a quality camping experience can provide: lasting friendships, skill development, healthy physical activity and FUN to name a few. We ensure that the YMCA is for youth development, for healthy living and for social responsibility. We offer diverse programs and activities to match the interests and needs of our campers of all ages.

Children's lives are changed on a daily basis and our staff is exceptional! The summer staff is a group of experienced, talented and dedicated people who enjoy working with children. They understand that every child is unique and will strive to help each child develop at their own pace. Every staff member completes a two week-long staff training and goes through extensive reference and criminal background checks as well as a personal interview.

Our staff are also BLS certified. Camper safety, both physical and emotional, is of the utmost importance to us. Our staff truly wants the best for your child to grow, develop and have fun!

We know you have a lot to consider when choosing the right summer camp for your child and we are here to answer all of your questions. You are always welcome to contact us for an individual meeting through our office anytime during weekly business hours.

As Camp Directors, our goal is to make a difference within this community by providing a camp experience that creates an enjoyable memory for all campers. This goal is achieved through selective screening of staff and a camp atmosphere that fosters the development and strengthening of friendships.

Sincerely,

Holly K. Martin

Executive Director

[hmartin@ymcafw.org](mailto:hmartin@ymcafw.org)

## Registration Policies

- A non-refundable deposit of \$50 *per week* is required for all sessions, \$100 for 2-week session and CIT session. This deposit is applied to the total camp tuition. If registering with less than 2 weeks to start of session, then balance is due in full upon registration (see balance due deadlines below).
- We continue accepting registrations until camp is full. Sessions are filled by strict camper to counselor ratios. Availability is contingent on gender and age.
- Specialty camps are available to add on to make the camp experience even more personalized. These camps may include Equestrian, High Adventure, Swim Lessons, and Cooking camps. Specialty camps will be available for sign up at camp check in on a first come, first serve basis until filled. Fees for specialty camp options must be paid in full at the time of sign up.
- **Balance Due Deadlines** (**all balances due 14 days before camp session starts**):

- Week 1 – Due by June 6<sup>th</sup>
- Week 2 – Due by June 13<sup>th</sup>
- Week 3 – Due by June 27<sup>th</sup>
- Week 4 – Due by July 4<sup>th</sup>
- 2 Week Session – Due by June 27<sup>th</sup>
- CIT Session – Due by June 27<sup>th</sup>

- A \$30 charge is made for all returned checks. Funds to cover check and NSF charges will be accepted in cash, cashier check, money order, or credit card only.
- Session transfers will be granted based on availability. Any session change must be requested in writing in advance of the session start.
- Admission as a camper at YMCA Camp Carter carries many privileges and responsibilities. Campers found with tobacco, alcohol, illegal drugs or weapons will immediately be dismissed without a refund. In addition, should a behavior or discipline problem affect our work with other campers or their enjoyment of Camp Carter, we reserve the right to dismiss those campers responsible without a refund.
- A high quality program can only take place in an orderly, mutually respectful, and caring environment. Child guidance is a process where children take increasing responsibility for their own actions. At the YMCA, we take the happiness and safety of our participants seriously. Therefore, we work very hard at creating a safe and fun environment. Along with our efforts, we need the children to help us by following some simple rules. Below is our behavior agreement.

**Please read our behavior contract with your child and ensure they understand all the behavior policies.** Thank you for assisting us to help your child have a great Overnight Camp experience!

- I will **listen to the staff** and follow directions.
- I will **respect other people's belongings** by not touching/ using their stuff without permission.
- I will **respect all property** and help clean personal messes and assist in leaving areas better than I found it.
- I will **respect other people's** personal space by keeping my hands and feet to myself.
- I will **respect other people's feelings** by having a positive attitude when talking to them.
- I will **act in a caring way, and I will not hit, fight, bite, tease, harass or bully others.**
- I will **use my indoor voice when speaking** inside.
- I will **use appropriate language**, which does not include swear words or negative remarks (i.e. "shut up", "stupid", "dumb").
- Before leaving the room or program space, **I will ask a staff member for permission.** I will never leave an area without adult acknowledgement.

**Not abiding by these rules may result in suspension and/or termination from the program.**

- YMCA staff and management reserve the right to dismiss/dis-enroll a child from the program if the child's behavior is disruptive to the program and/or compromises the safety of themselves, other children and/or staff. Children suspended/terminated from the program will not qualify for a refund.
- NO REFUNDS will be issued if a camper leaves camp for any reason other than a medical emergency. Medical emergencies apply only to campers and their immediate family. Proof of medical emergency will be required before any type of refund will be processed. Refunds are made on a pro-rated basis and less the \$50 non-refundable deposit.

## Illness and Exclusion Criteria

- All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.
- If you are keeping your child home due to illness, please contact the camp by 9:30am and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.
- Exclusion from camp may include, but not limited to the following illness/communicable health problems:
  - Conjunctivitis (pink eye)
  - A chronic runny nose with colored discharge
  - A chronic cough
  - A fever
  - Vomiting or upset stomach
  - Signs of general fatigue or discomfort
  - An open rash
  - Head lice
  - Knowledge that the child has had a fever within the past 24 hours
- Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible.
- In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from camp as soon as possible.

## COVID-19 Precautions

YMCA Camp Carter will be taking many safety precautions for summer 2021. These include, but not limited to the following:

Establishing and maintaining cohorts of campers to reduce the risk of spread, social distancing, hand washing, wearing of masks at key times, eating meals in shifts, group activity selection and frequent sanitization of shared spaces. We will also have smaller staff to camper ratios and cabin ratios. Campers and staff will complete daily wellness checks with camp nurse. As to be expected, some events will need to be modified including "all camp" activities. Parents should also expect changes during drop off of campers which will be done from the car and will include health screenings for campers.

## Overnight Camp's Cancellation Policy

- There is a \$50 non-refundable deposit due upon registration.
- All cancellations must be made **in writing** and sent to our office: YMCA Camp Carter, 6200 Sand Springs Rd., Fort Worth, TX 76114 or emailed to [camper@ymcafw.org](mailto:camper@ymcafw.org) . We must receive this request no later than 5 business days prior to the start of your camper's session (all start on Sunday). The \$50 deposit is forfeited for all cancellations prior to 5 business days before the session starts; cancellations after 5 business days prior or "no shows" **will forfeit the entire cost of the session**. A medical emergency to the camper or immediate family member OR a contagious illness of a camper (doctor's note required for both) are the exceptions. Summer school is not an exception. However, we will work with you to change sessions if space is available.

## Daily Photos

Camp has a photographer who takes daily photos of campers, and uploads them to Facebook. This is a good way to see a snapshot of what your camper is doing, and share the moments with your network. You can find that sampling at: [www.facebook.com/ymcacampcarter](https://www.facebook.com/ymcacampcarter). Be sure to like our page so you receive updates when new photos are posted!

We do our best to get pictures of every child, but some children avoid the camera and some activities cannot be photographed safely.

## Meals

Cooked meals including breakfast, lunch, and dinner are provided every day at camp's dining hall. This is included in the price of camp. If you'd like to find out more about the weekly menu please contact the Overnight Camp leadership team closer to the start of a session.

## Consent and Health Forms

YMCA Camp Carter has gone green with the ability for parents to fill out and electronically sign their campers consent and health history forms online. The Camp Health Form will be sent to you prior to fill out.

If you do not have access to the internet, you may stop by Camp Carter during regular business hours and complete the forms there. Camp Carter will also have a limited number of tablets at check-in for form completion. Please allow 15 minutes to complete forms for each camper. Each child **MUST** have their own paperwork. **New forms are required EACH YEAR.**

## Check-In

Camper check-in is on Sunday afternoon from 3-4:30 pm. **Registrants will NOT be admitted before this time.** The camp staff is busy getting camp ready for a week of fun!

Please call by 5:00 p.m. on Friday prior to check-in to inform us if your child needs to arrive later than the scheduled check-in time.

## What Happens At Check-In

1. Leave camper's luggage in the car!
2. Parents must fill out any forms that have not been received by the office prior to camp.
3. Your child will receive a Covid-19 screening with a temperature check and short health screening.
4. You will receive your child's cabin and counselor assignment.
5. You may turn in money for your child's account at the camp store. *(see camp store on page 8)*
6. You will meet with the camp health care provider to:
  - a. **Make sure all health forms are signed and on file**
  - b. Turn in any medication (*you will need to have all meds on hand-please keep them separate from your child's luggage*); we can only accept medication in its original bottle (including over-the-counter meds) with the doctor's current prescription printed clearly on the bottle
7. Your child will receive a head check for lice.
8. Your child will receive the 2021 YMCA Camp Carter t-shirt  
***(only 1 t-shirt per camper per summer as a special gift from Camp Carter!)***

## Check-Out

All families are invited to attend their camper's closing ceremony. Closing ceremony will begin at 6:30pm and end at approximately 7:15pm. Check-out will take place after the closing ceremony ends.

Any adult (18 years of age and up), including parents, picking up a camper must have their name listed on the camper's **Pick-Up Authorization List**. Any authorized adult that is signing out a camper will be asked for a picture ID – even parents – and the license number will be recorded per state guidelines. Please have your ID ready, this is for the protection of your child. If you need to pick a camper up at an earlier time, please contact the camp office well in advance to make arrangements with the directors. Early pick-up will be at the camp office.

## Camp Store

Each day, campers will have the opportunity to visit the camp store. The camp store carries items such as beverages and snacks, t-shirts, hats, water bottles, souvenirs, etc. Items in the store range in prices from \$1.00 to \$25.00. A good rule of thumb is \$4 per day (*this will allow your child to get 1 drink and 1 snack item*) plus any additional for souvenirs. At check-in parents may deposit money into a personal account for their camper. When campers make purchases at the store, their account is debited for that amount. **Cash is not accepted from campers at the camp store. Campers should not keep money with them at camp.** Refunds will be processed at the end of Camp in August. Parents will be given options on how to receive their refund (YMCA Credit, check, refund to credit card) If a camper has less than \$5 in their store account at the end of all sessions, the remainder will be donated to our annual scholarship campaign. If you have any questions about this, or how these funds are used do not hesitate to contact us!

## Activities

Activities at Camp Carter take place during skill area times each morning and afternoon. These "skill area times" are designed to introduce campers to new activities, as well as increase their knowledge and skill in familiar activities. Campers choose some of their activities for the week on Sunday evening.

### **Activities may include, but are not limited to the following skills:**

- Arts & Crafts
- Canoeing
- Hiking
- Outdoor Living Skills
- Archery
- Ga-Ga Dodgeball
- Challenge Course
- Riflery (age 8+)
- Skeet Shooting (age 12+)
- Team Sports
- And more!

*Please note: Optional specialty add-ons' may take place at the same time as a skill area listed above.*



## Schedule

A Typical Day will look something like this:

7:15A	Rise and Shine!	1:45P	Rest Period/Cabin Time
8:00 A	Flag Raising/ Line Up	3:00P	Cowboy Unit – Swim / Native Store and Unit Activity
8:10A	Breakfast		
9:00 A	Morning Devotion	4:00P	Native Unit – Swim / Cowboy Store and Unit Activity
9:15A	Announcements /Specialty Add-ons (Horse Camp) pick-ups	5:00P	Cabin Activity
9:30A	Skill Area # 1 (1 hour)	6:00P	Line Up for Dinner
10:30 A	Transition Time	7:15P	Flag Lowering
10:45 A	Skill Area #2 (1 hour)	7:30P	Cabin or Unit Activity/Vespers/ Dance/ Campfire*
12:00 P	Cabin Clean / Cabin Time/Small Group activity time	9:30P	Back to Cabins/Showers
12:45P	Line Up for Lunch	10:00P	Lights Out / Unit Devotionals

\*Campfires will happen throughout the week. One night will be CRAZY campfire where all campers and staff are encouraged to dress in that week's theme attire; other night's campfires may be done in each unit. Thursday evening will be the closing ceremonial campfire for all campers.

## Themes

Each week of camp has a special theme. Our daily activities are then designed around the theme of the week to help keep them fun and interesting, to all campers. We will give advance notice of any special events your child may want to participate in. Sending a themed costume for the opening "crazy" campfire or the camp dance is welcomed. This summer's themes are as follows:

- Week 1 – "SUPER HEROES" (June 20 - 25)
- Week 2 – "AMAZING RACE" (June 27- July 2)
- Week 3 – "WATER WORLD" (July 11- 16)
- Week 4 – "SURVIVOR" (July 18- 23)

## Horseback Riding

Horseback riding programs can be combined with Overnight Camp at YMCA Camp Carter. The best way to take advantage of camp's horseback riding facilities is to register for this summer's "Equestrian Specialty Program" (ages 8-16 & under 180 lbs) program. For more

information check out the horse tab at [www.campcarter.org](http://www.campcarter.org), or contact Stephanie Pottichen at [spottichen@ymcafw.org](mailto:spottichen@ymcafw.org) . Please note these programs are for ages 8+.

## Fishing

Campers will have the opportunity to fish at various times throughout the camp session. Fishing time is supervised by a Camp Carter staff member. Staff is present solely to oversee the well-being of all campers at this waterfront activity. **Campers must supply their own fishing equipment.**

## Packing

Here is a suggested packing list...Please mark all items with camper's name. We always have a lot of Lost and Found and have no idea who it belongs to!

- Trunk/Suitcase/Duffle Bag
- Backpack or Tote Bag for daily carry
- Sleeping Bag and/or Twin Sheets
- Pillow and pillowcase
- 2 Bath Towels and Wash Cloths
- Toiletries (soap, toothbrush, shampoo, etc.)
- Good Attitude!
- NO CELL PHONE OR ELECTRONICS
- 2 Pairs of Tennis/Athletic Shoes
- Sandals/Flip-Flops (*for pool area only*)
- Pajamas (2 pair)
- Jacket and/or Sweatshirt
- Shorts (6-7 pair)
- Jeans / long pants for horseback
- Boots (*if your child is riding*)
- T-Shirts (3+)
- Socks and Underwear
- Swimsuit and Towel
- Flashlight and batteries
- Water Bottle (required)
- Stamps, Envelopes, Paper & Pen
- Non-Aerosol Insect Repellant
- Sunscreen
- Sense of Fun and Adventure
- Camera/Film (we recommend disposable cameras)
- Sunglasses
- NO CELL PHONE OR ELECTRONICS
- Cap/Visor
- Raingear

## What to leave at home:

- **Cell Phones**
- Knives
- Firearms
- Fireworks
- Trading Cards
- Animals and pets
- **Cell phones**
- Items of sentimental or monetary value
- All forms of "tech-toys" (cell phones)
- iPods
- PDA's
- **Cell Phones**
- CD /DVD Players
- Matches
- Alcohol
- **Cell Phones**
- Illegal Drugs
- OTC Drugs
- Cash or Credit Cards
- Computers
- **Cell Phones**

We encourage our campers to be unplugged while at camp and hope you can honor this request. Any of these prohibited items brought to camp will be collected by our directors, and returned at the end of the session. Please note that **cell phones** are prohibited!

***If these items are found, they may be taken up by the camp directors.***

***Parents may request them after closing ceremonies.***

***YMCA Camp Carter is not responsible for lost, stolen or broken articles.***

## Mail

We encourage parents to send emails, write letters, and mail care packages to your camper during his/her session.

- Email: Send a message to [camper@ymcafw.org](mailto:camper@ymcafw.org) at any time during your campers stay. This service is FREE! Email messages will be delivered at a meal time with all of the other mail and packages.
- \*Letters: Keep your child up to date on what is happening at home, but be careful to keep your letters positive! Be creative and send photos, have a pet write a letter, etc. Make sure to send letters a few days before camp starts, so that they have a better chance of arriving in time for your campers stay! You can also drop off letters to the staff at Check-in and we will deliver them on the date you request.
- \*Care Packages: **Non-Food** care packages are welcome at camp. We do not allow food in an effort to keep cabins clean and bug-free. Make sure to send packages a few days before camp starts, so that they have a better chance of arriving in time for your campers stay! You can also drop off packages to the staff at Check-in and we will deliver them on the date you request.
- Letters and care packages should be addressed as follows:

Camper's Name  
YMCA Camp Carter  
Session Name or Date  
6200 Sand Springs Rd.  
Ft. Worth, TX 76114

## Phone Calls

Camp is a time for children to develop independence and escape from distractions such as TV, the internet, and phone calls. Guidelines concerning camper phone use are as follows:

- **Cell phones are NOT allowed!** If a camper brings a cell phone to camp, it will be taken up and kept in the office until the child is picked up at check-out.

- Campers will NOT have access to camp phones except in the event of an emergency. If persistent homesickness or illness occurs, camp staff will contact parent/guardian(s) to discuss the situation.
- Our camp office is open Mondays from 7:00 am to 6:00 pm and Tuesday – Friday from 8:30 am – 6:00 pm. The office phone number is 817-738-9241.
- If you need to reach us for any reason during non-office hours please call our 24 hour Emergency Line at (817) 401-6796.

## Staff

The Camp Carter staff is carefully selected to ensure that your child has an enjoyable camp experience. We strive to recruit responsible, caring, quality staff members to serve as role models for campers.

- ⇒ Each cabin is supervised by a Senior Counselor who is at least 18 years old.
- ⇒ Overnight camp leadership staff is comprised of upper level college students and graduates.
- ⇒ All staff members undergo extensive screening and training (including CPR/First Aid certification and criminal background checks) prior to being placed on the job.
- ⇒ Certified lifeguards supervise all pool and waterfront activities.
- ⇒ Equestrian instructors are experienced and trained wranglers.
- ⇒ Camp health care providers hold certifications that meet standards set by the Texas Department of Health. Camp has an on call doctor and is just minutes from Cook's Children's Hospital.
- ⇒ Our program and staff/camper ratios comply with Texas Department of Health standards, and are licensed and inspected by the State of Texas

## Christian Emphasis

Developing spiritually through Christian programs is an important part of life at YMCA Camp Carter. Each session, campers have the opportunity to share in non-denominational fellowship through daily devotionals, weekly chapel services, and singing graces at mealtimes. These gatherings are attended by everyone at camp and emphasize morals, values and friendship. YMCA Camp Carter welcomes all persons without regard to religion, race, color, national origin, or political belief.

## Raggers and Leathers

The YMCA Ragger and Leather programs, for campers 12 and up and 9 and up respectively, focus on personal growth. They are designed to encourage campers to take an in-depth look at their beliefs, their strengths and weaknesses, and invite them to accept the challenge to grow in spirit, mind and body.

The levels of the Ragger and Leather are listed below.

<b>SYMBOL</b>	<b>CHALLENGE</b>	<b>MINIMUM AGE</b>
Blue Rag	Loyalty to God, country and one's best self	12
Silver Rag	Acceptance of or rededication to a Christian way of life or spiritual growth	13
Brown Rag	Christian Service	14
Gold Rag	Understanding, concern and acceptance of others	15
Red Rag	Sacrifice of time, talent and personal will	16
Purple Rag	A dedication toward excellence and noble living in all Christian service opportunities	18
White Rag	Full-time Christian service	21

<b>SYMBOL</b>	<b>CHALLENGE</b>	<b>MINIMUM AGE</b>
Triangle	Growth in body, mind and spirit	9
Square	Growth in body, mind, spirit and friendship	10
Circle	Becoming close to God through appreciation, love and concern for the earth and all that He has created	11

## Goals for Overnight Camp

**We believe the power of camp lies in:**

### **RELATIONSHIPS**

- Campers will establish meaningful friendships with campmates
- Campers will find a positive role model in counselors and camp staff
- Campers will learn to effectively communicate with others
- Campers will learn positive techniques for problem solving

### **How does this happen?**

- Campers are placed in cabins/groups with peers
- Counselors and staff are trained to meet the developmental needs of campers
- Campers are encouraged to express their feelings constructively
- Campers are encouraged to solve problems through mediation of camp staff

### **CHARACTER**

- RESPECT: Campers will develop a respect for their peers, camp staff and the environment.
- HONESTY: Campers will be responsible for their own actions and attitudes.
- RESPONSIBILITY: Campers will learn to take care of the camp and their personal environment.
- CARING: Campers will learn to balance individual needs with those of their group or community.

### **How does this happen?**

- Campers are encouraged to appreciate the differences in others and accept other's for who they are.
- Campers are encouraged to own up to their mistakes and apologize to others when they have done wrong.
- Campers participate in daily cabin clean-up, dining hall clean-up and litter hikes.
- Campers are encouraged to recognize the needs of others and act with a spirit of generosity.

### **SKILLS**

- Campers will learn new skills.
- Campers will follow proper skill area procedures.
- Campers will increase self-esteem through excellence in skill areas.

### **How does this happen?**

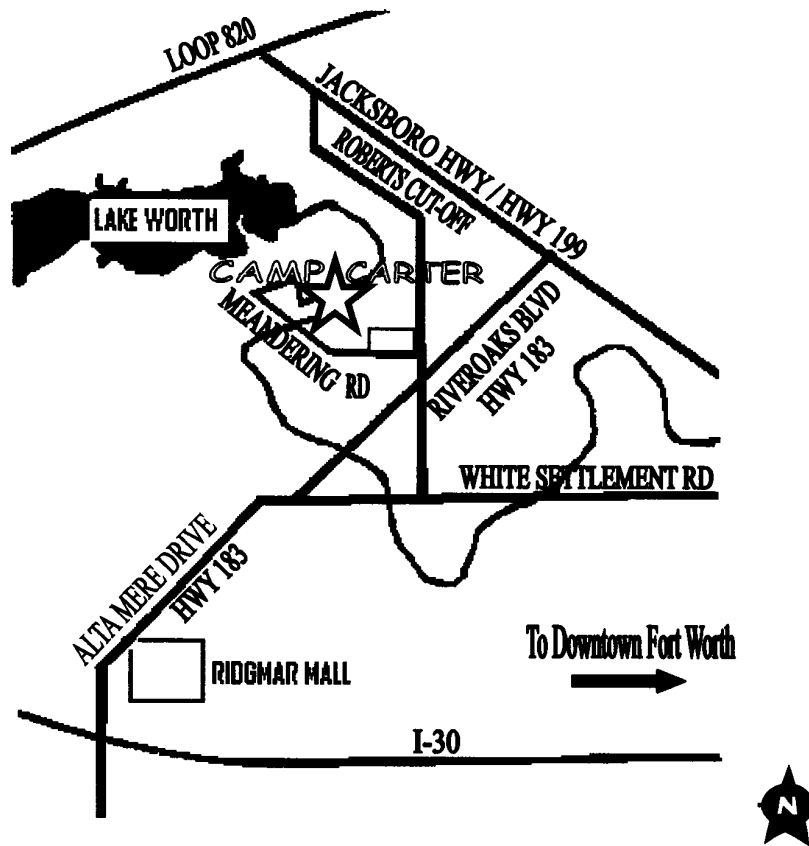
- Campers attend skill areas daily and are encouraged to try something new.
- Campers are oriented to safety rules and supervised by staff at each skill area.
- Campers will receive awards in certain skill areas to recognize achievement.

### **HAVE FUN!**

- Campers will develop a sense of self-confidence.
- Campers will learn to express emotions.
- Campers will develop a deeper sense of personal satisfaction.

### **How does this happen?**

- Campers are encouraged to participate in games, songs, skits and camp silliness.
- Camp staff role model positive behavior through hugs, high fives and positive words, laughter and smiles.
- Campers are awarded through Broken Arrow, Boy & Girl of the Session, Points of Light, Character Awards and Camper of the Week.



**6200 Sand Springs Road  
Fort Worth, Texas 76114  
817-738-9241**

**From South IH-35:** Take I-30 West. Take 183 North (exit 7B). Sign says 183/341 NAS FW JRB/Green Oaks. Follow signs to 183 north. Ridgemar Mall will be on your right. Go 3.5 miles to Robert's Cut-off. (Note: road changes to 183 **East**). Look for CVS on Right, Taco Bell on left. Turn **left** on Robert's Cut-off (sign is very small). Turn **left** on Meandering Road, Qwik-way shop is at corner. Travel approx. 1 mile, road forks. Take fork to **right**. Go across river, past Burger's Lake, follow road around to end. Turn **right** into Camp Carter.

**From IH 30:** Follow directions above.

**From North IH-35:** Exit 820 West. Take Jacksboro Hwy / 199 East exit (exit 10A). Follow signs to 199 **east**. Home Depot is on right. Turn **right** on Robert's Cut-off, first light. Continue 2.5 miles on Robert's Cut-off through neighborhood. Pass elementary school on left. Turn **right** on Meandering Road (Qwik-Way shop on right). Continue 1.5 miles, road forks. Take fork to **right**. Go across river, past Burger's Lake, follow road around to end. Turn **right** into Camp Carter.

**From 820 East or West:** Follow directions above.