

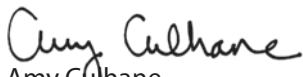
# CCA Parent Handbook

We are excited that your daughter be joining us this summer! Plans are underway and we anticipate fun-filled times of wonderful singing, Bible study, and activities in God's great outdoors!

Inside you'll find lots of information to make your daughter's summer camp experience a success. Please read through this carefully and contact us if you have any questions.

All forms must be completed on our new registration website, [CampDoc.com](http://CampDoc.com), by June 1.

See you soon!



Amy Culhane

Executive Director, Camp Cedarbrook in the Adirondacks

## Complete at [CampDoc.com](http://CampDoc.com) before June 1!

- ✓ **Camp fees balance due**
- ✓ **Tuck Shop deposit**
- ✓ **Camper Release Form**
- ✓ **Camper Health History**
- ✓ **Parent Letter to Counselor**
- ✓ **Out-of-Camp Permission**  
(Stayovers, Trips, and Two-Week Experience only)
- ✓ **Work Permit (Service Crew only)**

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## Contacts

**Camp Winter Address until June 1**  
Camp Cedarbrook in the Adirondacks  
Registrar  
27W210 Waterford Drive  
Winfield, IL 60190  
TELEPHONE: (518) 608-6800  
FAX: (518) 608-6800  
E-MAIL: [registrar@campcedarbrook.net](mailto:registrar@campcedarbrook.net)

**Camp Summer Address after June 1**  
Camp Cedarbrook in the Adirondacks  
59 Davignon Road  
Corinth, NY 12822  
TELEPHONE: (518) 608-6800  
FAX: (518) 608-6800  
E-MAIL: [registrar@campcedarbrook.net](mailto:registrar@campcedarbrook.net)

**Registrations, Forms and Payments**  
[CampDoc.com](http://CampDoc.com)

**Camper E-mail**  
Log in to [Bunk1.com](http://Bunk1.com) for more information.

**Executive Director** Amy Culhane  
E-MAIL: [amy@campcedarbrook.net](mailto:amy@campcedarbrook.net)

# Information for Parents

## Before Camp

### Forms

**Complete the all forms at [CampDoc.com](http://CampDoc.com) by June 1. If you need assistance, please contact the Registrar.**

**CAMPER RELEASE FORM** This form is required for final check-out on departure day. **Please notify us of any changes prior to your daughter's arrival at camp.** Feel free to call us with any questions.

**Custody Concerns** In families with strained relationships, please contact the registrar if we need to be particularly vigilant in supervising your child's release.

**CAMPER HEALTH HISTORY FORMS** For your child's protection, **all New York State camps are required to have a complete, up-to-date medical history, immunization record, and emergency information for each camper** and staff member on file. A physical examination is not required.

The **Health History** must be updated every year with signatures for the **Meningitis Vaccination and Health Authorization**. Every effort will be made to contact you in the event of an emergency. However, if you cannot be reached, your signature on the form will allow us to secure proper treatment.

Be sure to include all yearly immunization records and an uploaded copy of both sides of your insurance card. We carry secondary health and accident coverage for campers and staff with insufficient insurance coverage. However, your policy is considered the primary policy. We will submit all bills to your insurance carrier. If you have questions or for billing problems, please do not hesitate to call us.

**If your child has special needs or problems**, such as bed-wetting, allergies, or learning disabilities, or has had recent stressful situations, such as family problems, a family death, or abuse, please note it on the Health Form. The more we know about your child, the better we can provide for her physical and emotional needs, helping her have a positive camp experience.

**DOCUMENT FOR PHYSICIAN SIGNATURE (must upload to [CampDoc.com](http://CampDoc.com))** The **Standard Over-the-Counter/ PRN Medications Individualized Orders** must be completed and signed by licensed medical personnel and the custodial parent/guardian within 12 months prior to arrival at camp. A new form must be completed every summer.

**Your child will NOT receive any medications unless this form is completed and signed by parent/guardian and physician.**

Parents can review the Medical Guidelines Book at camp, which contains a complete list of oral and topical medications we use for routine first aid care (approved annually by our camp doctor). Careful attention to this form is appreciated, especially the individualized orders for standard and prescription medications. You need not pack the standard medications listed since we maintain a supply.

### What to Pack

Have your daughter help you pack her suitcase. She should know what is packed and where to find it. Use the What-to-Bring list on page 8 as a guide.

Pack "play clothes." New clothes are inappropriate for the active, out-of-doors camp environment.

We recommend labeling clothes with your daughter's full name. Labels help us to return clothing that is left behind. Also label suitcases, sleeping bags, hats, and even pillows with full name.

To be prepared for the varying weather conditions in the mountains, be sure to pack:

- a warm jacket
- rain gear
- a modest swimsuit
- more than one pair of shoes/sneakers—old ones, suitable for woodland paths

Shoes must be worn at all times. If your daughter is going on a backpack trip, pack shoes that are sturdy enough for mountain trails and be sure that they are broken in before she arrives at camp.

We recommend packing a fitted twin sheet, which helps prevent nylon sleeping bags from slipping off bunks.

You might consider packing your child's old or spare pair of eyeglasses.

**Please do not pack radios, headsets, portable music or DVD players, tablets, laptops, or cellphones.** (Added incentive: radios, tablets, laptops, and cellphones can't find a signal in the high mountain terrain.)

Please help by not packing food or sending food in the mail. Food in cabins and tents attracts unwelcome forest creatures.

## Medications

**All medications—including vitamins—sent to camp must be in the original prescription bottle or container and labeled by a physician with explicit instructions for their administration. If not in the original bottles, the medications will not be administered.** All medications are given to the camp health service supervisor at check-in. She will dispense them as needed. (Exception: The health supervisor will discuss special situations with each camper, such as inhalers for asthmatic conditions or Epi-pens for allergies.)

**FOOD ALLERGIES** If your daughter has food allergies, please help us by providing appropriate food substitutes. Stored in the camp kitchen, the food substitutes will be available to your daughter at mealtimes.

## Health and Safety

We strive to run a safe and healthy camp. Please help us by making sure your daughter is well when she arrives. While your daughter is at camp, we will notify you . . .

- If your daughter sustains an injury that requires treatment beyond basic first aid or is sick and stays for several hours or overnight in the health center.
- If your daughter has a fever of 101° or higher.
- If your daughter needs to visit a doctor or hospital. In an emergency, every effort will be made to contact you. If we cannot reach you, we will seek medical treatment and continue trying to contact you.
- If your daughter is experiencing behavioral problems or severe homesickness.

Please help us by not sending food with her or sending it in the mail. Food in cabins and tents attracts unwelcome forest creatures.

Camp Cedarbrook is required to be licensed by the NYS Health Department. Reports are filed in the district office at 77 Mohican Street, Glens Falls, New York 12801. The NYS Health Department requires that the medical form issued upon acceptance be properly completed, including the immunization record, signed by both a doctor and a parent/guardian, and updated annually. Campers without the medical form will not be accepted.

## Cabin and Tent Assignments

On the camp registration form, each camper has the option to request one friend with whom she wants to be housed. **That friend must be in the same age-group division at camp.** Acknowledging the developmental skills of each age, we group campers by grade.

Please notify us if your daughter should not be housed with a particular child (a twin, a cousin, a child from your church, and so on).

Camp is a great place to make new friends. While we make great efforts to honor your housing requests, you can enhance your child's camping experience by speaking about what a wonderful time it will be, emphasizing the fun of meeting new people and making new friends.

## Homesickness

**PREPARING FOR CAMP** It is normal for children away from home, especially those away for the first time, to experience homesickness. You can help your daughter to prepare for camp by talking to her about:

- how excited you are for her to have this wonderful opportunity.
- how much you want her to have a good time at camp.
- all the wonderful things that she will be doing at camp, such as making new friends, learning new skills, eating s'mores around a campfire, and so on.

With this preventative medicine, your camper will be expecting a special week.

**HOMESICKNESS AT PARTING** If your child becomes teary at the actual moment of parting, give her a hug, then turn and walk away. Linger only makes the situation worse. A camper may exhibit homesickness if she feels that her family needs her. Your child is more likely to bounce back if she thinks you expect it. Separations are part of growing up and part of allowing your child to grow up.

**HOMESICKNESS AND MAIL** If you receive a "homesick" letter, don't panic! By the time the letter reaches you, your daughter will probably be having a great time. Our staff is trained to deal with homesick campers in a loving and supportive way, and we encourage campers to work through the situation.

You can encourage your homesick daughter by sending letters and e-mails. Inquire about the new and exciting things she is doing. Remind her that you are home doing regular routine and "boring" things.

- Please do not suggest to your daughter that you will phone her midweek.
- Please do not ask your daughter to phone home. (Campers are allowed to phone home only if they are extremely homesick and other interventions have not solved the problem.)
- Please do not tell your daughter that you will come get her. (We know that you are willing to make the trip, but by making the suggestion, you reduce your daughter's interest in staying at camp.)

*For more information about homesickness for parents and campers, visit [www.campparents.com](http://www.campparents.com)*

# At Camp

## Arrival Day

All camp weeks begin on Sunday.

Camper registration: 12 NOON–2:00 PM

**REGISTRATION** Campers and their families check in at the Activity Building. Each camper will receive her cabin or tent assignment from a divisional director. Each camper will be given a quick health check and turn in medications. The camp health supervisor will discuss special situations with individual campers and parents as needed. Any outstanding payments or Tuck Shop deposits can be made at this time. Campers registered for horsemanship will meet and discuss the program with the instructors. A picnic lunch is provided for campers. Families may join the picnic for a donation of \$3 per person. **The camper program begins at 2:15 PM with a family farewell on the Soccer Field.**

**PARENT ORIENTATION (OPTIONAL): 1:30 PM in the Dining Hall** After parting from your child, join the camp director for a brief discussion for parents only. Feel free to ask questions, to voice concerns, or to share words of encouragement.

**FAMILY FAREWELL: 2:15 PM on the Soccer Field**

## Money

To speed registration at camp, send Tuck Shop (camp store) money to the Registrar with your final payment by June 1. Tuck deposits can be made online with your payments. Tuck Record Sheets that detail each camper's daily expenditures are available for review. The balance is returned at the end of each stay. We attempt to prevent overdrawn accounts. However, in the event that a camper spends more than she deposited, her family is responsible for the difference. **There is a \$30 fee for any check returned by your bank unpaid (NSF).**

Each week at camp we highlight a camp alumni missionary and campers are encouraged to give to an offering from their Tuck Shop account to support the missionary.

## Activities

Your daughter will choose her activities for the week on Sunday afternoon after settling into her cabin. A variety of activities are offered based on age group needs, developmental characteristics, and interests. Our activities are designed for fun as well as skill learning and safety. **Registration and payment for special activities**, such as horsemanship and out-of-camp trips, must be made in advance.

See the What to Bring list on page 8 for specialized clothing required for Horsemanship, Fun with Horses, and Adventure Trips. We cannot permit campers without proper equipment to participate.

## Snacks

Well-balanced meals and occasional nutritious snacks are served. Campers may purchase up to three food items each day at Tuck Shop. All food packages sent to campers will be returned to the sender; food brought by campers will not be kept overnight.

## Staying in Touch

**LETTERS VIA U.S. MAIL** Remind your daughter that she is special to you by writing letters and mailing them early. We encourage all campers to write home within the first two days of camp. Mail may take three to four days to reach you, so don't panic if you don't hear from your daughter right away! Her mailing address will be:

(Camper's Name)

Camp Cedarbrook in the Adirondacks

59 Davignon Road

Corinth, NY 12822

**MESSAGES VIA E-MAIL** You may correspond one-way with your daughter via basic e-mail for a small fee. Your e-mail will be delivered once a day. E-mail containing inappropriate language will not be delivered. Campers receive printed copies only. Log in to Bunk1.com for more information.

**TELEPHONES** Telephones are not available for campers. The camp director or camp nurse will call you in case of emergency. If your family has an emergency, telephone the director to reach your camper.

## Visiting Camp

Your child is expected to stay at camp for the entire period for which she registered. Notify the camp director in the event of an emergency or other situation that may necessitate a change in plans.

**ON-LINE** Visit camp online to view weekly photos. For more information, visit Bunk1.com.

## Departure Day

**SATURDAY SEND-OFF: 9:45 AM on the Volleyball Court** Join us for our closing ceremony including awards and good-byes. Depart on Saturday between 10:00 AM and 11:00 AM. Tuck Shop is open for sales by cash or check—no credit cards.

**CAMPER RELEASE** Please sign out with our staff person who will have your Camper Release Form to complete as you leave camp with your daughter.

# After Camp

## Homecoming

Do something special! . . . a favorite meal, banner, or note. Expect that your child will need extra rest and sleep. It has been a full week. Listen as your daughter shares her experiences. It has been a significant week in her life. Share in it! Ask leading questions, such as "Tell me about your favorite person/activity."

## Lost and Found

Please contact camp as soon as you know an item is missing. It may take some time to locate, box, and mail the found item back to you. Lost and Found items are returned

via U.S. Mail. Please mail us a check to cover the postage expense. Camp Cedarbrook is not responsible for items that are lost while at camp. Unclaimed items will be held for two weeks, then donated to a local charity.

## Camp Evaluation

You will receive an e-mail inviting you to complete a parent evaluation after your daughter's stay at camp. Please help us to evaluate and improve our camp program by completing the evaluation.

If you have any questions, please call the registrar at (518) 608-6800.

We look forward to a good summer at Camp Cedarbrook, and I am glad that your daughter will be a part of it.

## Print pages 6, 7, 8, and 9!

### ✓ Information for Campers

*Give to your camper to prepare for camp.*

### ✓ Living in a Christian Community

*Discuss these guidelines with your camper to prepare for camp.*

### ✓ What to Bring

*Give to your camper to pack for camp.*

### ✓ Directions to Camp Cedarbrook in the Adirondacks

*Be sure to take a printed copy of the directions with you as you drive to camp. Cellphones, tablets, laptops, and radios may not find a signal once you leave Saratoga Springs and head into mountain terrain.*

# Information for Campers

*The countdown has begun! You have made a great choice to come to Camp Cedarbrook in the Adirondacks this summer. Fantastic fun and great experiences await you. Here are a few tips to help make your stay at camp awesome.*

## What to Pack

Use the What to Bring list to pack your clothes. The Adirondacks are sometimes chilly and wet. Don't leave home without rain gear, warm clothes, and boots! Open-toed shoes are not safe on woodland paths, so leave them home. **If you are taking Horsemanship or Fun with Horses**, remember to pack shoes with hard uppers and one-inch heels (like work boots) and long pants. Remember to **put your name in all clothing**. Clothes left behind will be donated to needy families after two weeks.

Please do not pack snacks, since snacks attract unwanted forest creatures into cabins and tents.

**Reading Matters** Since your stay at camp is a time to grow spiritually, bring your Bible and Christian books you want to share. Please do not bring books, comic books, or magazines that are not helpful for spiritual growth.

**Staying Healthy** We want everyone at camp to be healthy and safe. Don't even think about bringing or using alcohol, drugs, or tobacco!!! You could be sent home without a refund.

## Spiritual Theme for 2017

**"O God, you are my God;  
I earnestly search for you.  
My soul thirsts for you;  
my whole body longs for you  
in this parched and weary land  
where there is no water."  
—Psalm 63:1 (NLT)**

## Any Questions?

Contact the Registrar at (518) 608-6800 or registrar@campcedarbrook.net.

## The Cedarbrook Experience

Living together in a Christian community means treating one another with love, kindness, and respect. Teasing, bullying, and behavior that's harmful to yourself and others, or disruptive to our community is not appropriate and will not be tolerated.

**Keeping It Clean** Everyone helps to keep camp clean, neat, and safe. We all take turns with reasonable chores, like sweeping the dining hall and cleaning the washhouses.

**The Sound of Music** At camp we enjoy the quietness and special sounds of God's creation. We enjoy singing and making music together, too. You may bring your musical instruments (not electric). **Please do not bring radios, headsets, cellphones, tablets, laptops, or portable music or DVD players.**

**Good Night** Your camp day begins at 7:30 AM and is packed with action! To help your body recharge, we have set times for you to be in your cabin with lights out.

**Staying in Touch** Be sure to write home each week. It may take four days for mail to travel between camp and home. Your family can also email you at camp. You will receive printed copies only. **Please do not pack cellphones, tablets, or laptops.** (No signal in the high mountain terrain!)

Since telephones are not available for campers, your family will be notified by the camp director or camp nurse in case of emergency. If your family has an emergency, they may telephone the director to reach you.

**Wash and Dry** Campers staying two or more weeks will have their laundry done each weekend. Service crew members may launder clothes as often as needed. Pack biodegradable liquid laundry soap. Laundry costs are included in the weekend stay-over fee.

**Tuck Shop** Tuck Shop is our camp store. We suggest you deposit \$40 in your Tuck charge account for each week you will be at camp. Your purchases will be deducted from your account every day. You might like to purchase clothing (price range \$12-\$40), snacks (limit: three per day), souvenirs, camp photos (\$5-\$8), and other personal items (stamps, rain ponchos, toothpaste, soap). You may give an offering from your Tuck Shop account to support the camp alumni missionaries we highlight each week. Any money left in your account will be returned to you at the end of your stay.

# Living in a Christian Community

Please prepare for camp by reading these verses and safety guidelines and discussing with your families how they might be applied to daily life.

**BIBLICAL GUIDELINES** We base our experience together as a Christian community on the following Biblical guidelines.

- **Love one another**  
I John 4:7-8
- **Accept one another**  
Romans 15:7
- **Serve one another**  
Galatians 5:13
- **Be kind to one another**  
Ephesians 4:32
- **Forgive one another**  
Ephesians 4:32
- **Encourage and build up one another**  
I Thessalonians 5:11
- **Pray for one another**  
James 5:16
- **Be patient with one another**  
Ephesians 4:2
- **Speak the truth with love**  
Ephesians 4:15
- **Do not lie to one another**  
Colossians 3:9
- **Submit to one another**  
Ephesians 5:21
- **Respect those who are over you in the Lord**  
I Thessalonians 5:12
- **Don't speak evil against one another**  
James 4:11
- **Don't grumble against one another**  
James 5:9
- **Don't provoke or envy one another**  
Galatians 5:26
- **Live in peace with one another**  
I Thessalonians 5:13

**SAFETY GUIDELINES** Observing these guidelines will help maintain a safe and healthy camp for all.

1. **Living together in a Christian community means treating one another with love, kindness, and respect.** Teasing, bullying, threats, harassment, and other behavior that's harmful to yourself and others, or disruptive to our community is not appropriate and will not be tolerated.
2. **Everyone must wear closed shoes or sneakers at all times,** except to the waterfront and washhouse. No one is permitted to walk barefooted. No sandals or clogs please.
3. **Walk, don't run, from place to place.** Loose stones or tree stumps may trip or injure you.
4. **Do not keep food in your living area.** It might attract unwelcome animal guests.
5. **Wear insect repellent and sunscreen when needed, but be sure to apply them carefully.** After applying them, wash your hands so you don't transfer any to your eyes.
6. **Stay with your group or your buddy at all times.** Do not go outside the camp boundaries (Birdhouse, Riflery, Explorer division) or away from the main areas of camp. Stay away from the lake unless you are in an activity that uses the lake.
7. **Give all medications to the camp nurse.**
8. **Obey all activity area safety rules.**
9. **No swimming, boating, or fishing without a lifeguard.** In addition to the lifeguard on duty, **everyone must wear life jackets** while canoeing, kayaking, or using any other boat.
10. **Use and store personal sports equipment in accordance with camp activity safety rules.**
11. **Please do not touch or handle animals that live in the forest.** Study them from a distance, enjoy their antics, but do not touch or feed these creatures.
12. **Do not pet the camp dogs.**
13. **Campers are not permitted to bring pets to camp.**
14. **Campers are not permitted to bring vehicles to camp.**
15. **No one is permitted to have or use alcohol, tobacco, or drugs.**
16. **No one is permitted to have weapons in camp.** Personal activity equipment such as archery bows or rifles must be stored under lock with the camp equipment and used only in a supervised activity.

# What to Bring

Use this list as you pack for camp. Write how many of each item you pack in the "Home" column. When packing to return home, double-check your items in the "Camp" column.

**Be sure to check  
Lost & Found by the  
dining hall stage.**

Unclaimed items will be donated to needy families after two weeks.

HOME CAMP

	<b>Shirts/tops</b> (straps 1 inch in width or wider)
	<b>Sweatshirts</b>
	<b>Warm jacket</b>
	<b>Shorts</b> (modest length)
	<b>Warm pants or jeans</b>
	<b>Undershirts/bras</b>
	<b>Underpants</b>
	<b>Socks</b>
	<b>Warm pajamas</b>
	<b>Swimsuit</b> (no midriff; no low necklines)
	<b>Sneakers</b>
	<b>Flippers</b> (to lake only; not for general wear)
	<b>Hat</b>
	<b>Rain gear</b> (coat, hat, boots)
	<b>Sleeping bag or bedroll</b>
	<b>Pillow</b>
	<b>Fitted twin sheet</b>
	<b>Bath towel</b>
	<b>Washcloth</b>
	<b>Beach towel</b>
	<b>Laundry bag</b>
	<b>Eyeglasses</b>
	<b>Sunglasses</b>
	<b>Sunscreen</b>
	<b>Lip balm</b>

HOME CAMP

	<b>Bath soap</b>
	<b>Shampoo</b>
	<b>Comb</b>
	<b>Hairbrush</b>
	<b>Toothpaste</b>
	<b>Toothbrush</b> (nonelectric)
	<b>Water bottle</b>
	<b>Tissues</b>
	<b>Feminine sanitary items</b>
	<b>Insect repellent</b>
	<b>Flashlight and batteries</b>
	<b>Camera</b> (optional)
	<b>Liquid laundry soap</b> (for stay-overs)
	<b>Bible</b>
	<b>Pencils/pens</b>
	<b>Postcard</b> with stamp, addressed to family

## For Two-Week Experience

	<b>Water bottle</b>
	<b>Daypack</b>
	<b>Small notebook</b>
	<b>Long socks</b>
	<b>White T-shirt, shorts, and shoes that can get paint on them</b>

HOME CAMP

## For Registration

	<b>Medications</b> (in original bottles, with doctor's permission)
	<b>Spending money for Tuck Shop</b> (if not sent with registration)

## For Horsemanship and Fun with Horses

	<b>Long pants</b>
	<b>Hard leather shoes with one-inch heels</b>

## For Hikers

	<b>Broken-in hiking boots</b>
	<b>Wool socks</b>
	<b>Thermal underwear</b>
	<b>Lightweight pants</b>
	<b>Lightweight shorts</b>
	<b>Bandanna</b>

## For Canoers

	<b>Water shoes</b>
	<b>Wool socks</b>
	<b>Thermal underwear</b>
	<b>Lightweight pants</b>
	<b>Lightweight shorts</b>
	<b>Bandanna</b>

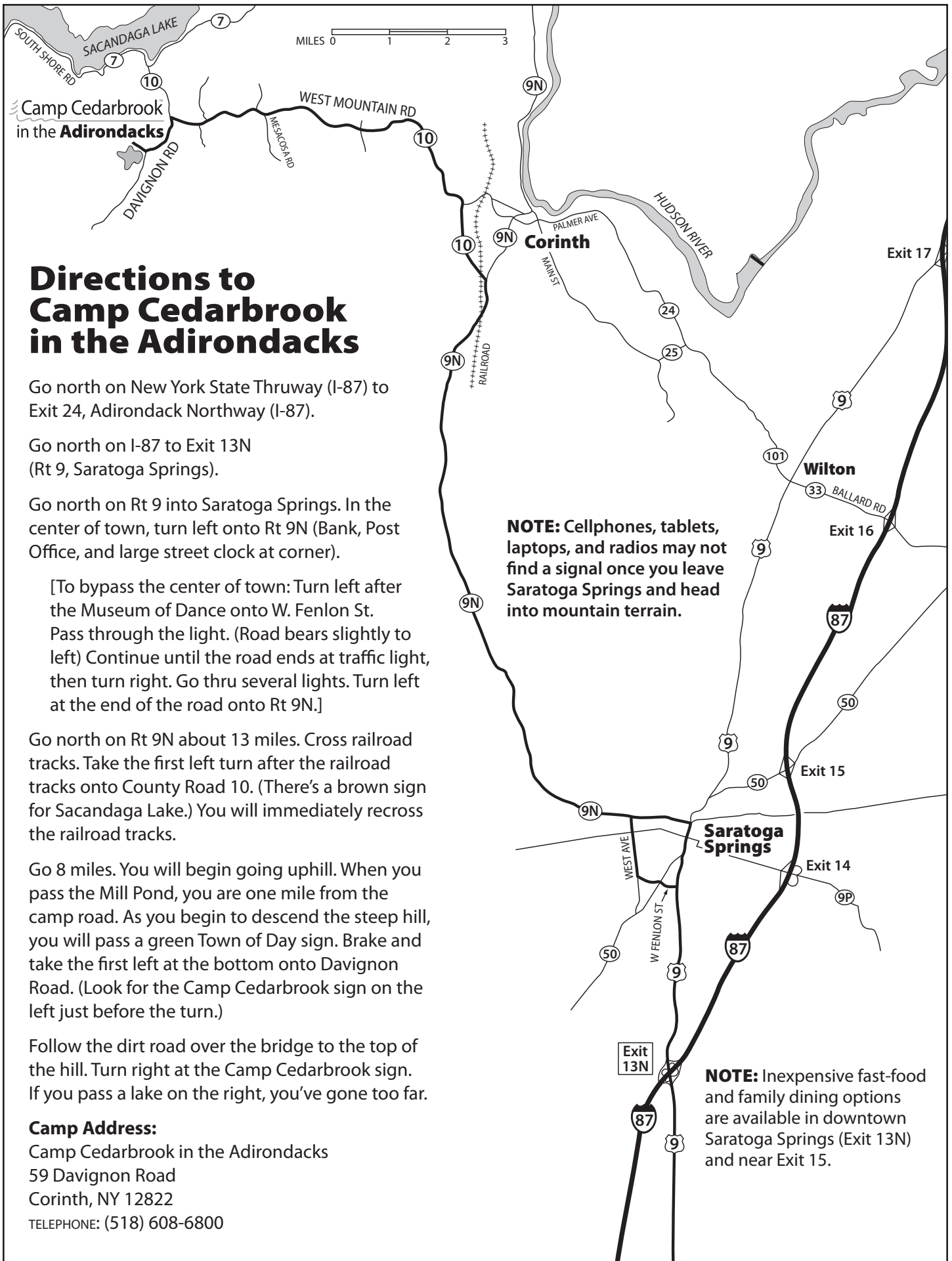
## For Groom Aides

	<b>High boots</b>
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## For Kitchen Aides

	<b>Bandanna or hat</b>
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# Directions to Camp Cedarbrook in the Adirondacks

Go north on New York State Thruway (I-87) to Exit 24, Adirondack Northway (I-87).

Go north on I-87 to Exit 13N (Rt 9, Saratoga Springs).

Go north on Rt 9 into Saratoga Springs. In the center of town, turn left onto Rt 9N (Bank, Post Office, and large street clock at corner).

[To bypass the center of town: Turn left after the Museum of Dance onto W. Fenlon St. Pass through the light. (Road bears slightly to left) Continue until the road ends at traffic light, then turn right. Go thru several lights. Turn left at the end of the road onto Rt 9N.]

Go north on Rt 9N about 13 miles. Cross railroad tracks. Take the first left turn after the railroad tracks onto County Road 10. (There's a brown sign for Sacandaga Lake.) You will immediately recross the railroad tracks.

Go 8 miles. You will begin going uphill. When you pass the Mill Pond, you are one mile from the camp road. As you begin to descend the steep hill, you will pass a green Town of Day sign. Brake and take the first left at the bottom onto Davignon Road. (Look for the Camp Cedarbrook sign on the left just before the turn.)

Follow the dirt road over the bridge to the top of the hill. Turn right at the Camp Cedarbrook sign. If you pass a lake on the right, you've gone too far.

### Camp Address:

Camp Cedarbrook in the Adirondacks  
 59 Davignon Road  
 Corinth, NY 12822  
 TELEPHONE: (518) 608-6800

**NOTE:** Cellphones, tablets, laptops, and radios may not find a signal once you leave Saratoga Springs and head into mountain terrain.

**NOTE:** Inexpensive fast-food and family dining options are available in downtown Saratoga Springs (Exit 13N) and near Exit 15.