

**December 29, 2021 - January 2, 2022**  
**Massachusetts Teen Retreat**  
**Information Letter**

Dear Teens and Parents/Guardians,

We are so excited that you will be joining us for our annual Massachusetts New Year's retreat! Included below is all the information you need to set you up for a successful retreat experience. Thank you for taking the time to read this all the way through!

*This Letter Contains:*

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**Reminders: To Do By December 8, 2021**

- [Email Sarah](#) if you need to book a spot on the airport shuttle to/from retreat.
- [Email Sarah](#) if you have any special needs (food/diet, mobility, medication changes, etc) that are new.
- Make sure your tuition is paid and your e-signature email is verified.
- Check out the [packing list](#) and PLEASE NOTE you are required to bring your own sheets, blanket, pillow, and towel

**COVID-19 Protocol**

**We require all staff and teens who attend our teen retreats to be fully vaccinated by arrival day.** This means that you/your teen has received your final vaccination shot by December 15, 2021, two weeks prior to the start of the retreat.

**We also require proof of a negative PCR COVID test within 72 hours before arrival on 12/29/21.**

Please bring proof of your negative test result with you to registration!

For the safety of the staff and retreat participants, we will not be making exceptions on vaccination status or proof of a negative COVID test provided upon arrival.

In addition, we will be taking the following measures in an attempt to minimize the risk of anyone getting COVID-19 while on retreat:

- All staff at Prindle Pond Retreat Center are vaccinated and will be masked while indoors;
- We will be operating in full compliance with most recent guidance from the Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health;
- We will be sending out a waiver that each teen (and parent/guardian for those under 18) must sign, certifying that they are vaccinated and know there is still no way to guarantee safety, and that iBme will do all it can to minimize the transmission risks of COVID.

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**Contact Information**

Retreat Manager (point person): [Jen Heitel](#), (202) 486-6860  
Retreat Lead Teacher: [Jess Morey](#) (202) 415-6299  
Registration/Scholarship/Shuttle (iBme HQ) - [Sarah Wrean](#)

All cellphones and other electronics must be turned in at check-in. If teens need to contact parents/guardians during the retreat they will be able to do so through a staff person.

**Getting To Retreat**

[Prindle Pond Retreat Center](#) - Hilltop Campus - 19 Harrington Road, Charlton, MA  
[Directions](#). There is parking on site for any teens who drive themselves to retreat.

**Please arrive between 4:00–5:00pm on Wednesday, December 29, 2021** If you arrive early, please stay in your vehicle or with your parent/guardian until 4pm. Let us know if you will be arriving *after* 5pm. **The retreat ends at 1:00pm on Sunday, January 2, 2022.**

**Boston Logan Airport Shuttle - [Email Sarah](#) by December 8th to save a seat on the shuttle.**

12/29/21 - Shuttle departs at 2:30pm from Logan Airport - flights should arrive no later than 1pm  
1/2/22 - Shuttle returns to Logan Airport by 3:00pm - flights should depart no earlier than 5pm

**Optional Parent/Guardian Workshop**

On pickup day, January 2nd, we will be hosting an *optional* parent/guardian workshop from 12:30–1:30pm (lunch will be provided). We will give you a taste of what your teen has experienced on retreat and talk about the transition period returning from retreat back into daily life. This is also a great chance to connect with other families in your region so that you can be resources to one another. **If you would like to join us, [please RSVP to Jen](#) by December 26th** so we can plan accordingly.

**Refunds and Cancellations**

If you cancel more than 3 weeks before the retreat, you are entitled to a full refund less a \$35 application fee and \$100 administrative fee. **We cannot offer refunds for cancellations made less than 3 weeks before a retreat because of our commitment to the retreat center and our detailed planning based on the number of teens attending.** There is no refund if you leave the retreat early.

**A note about our radical tuition structure**

We are a nonprofit committed to making our retreats accessible to any teen, regardless of their ability to pay. If you would like to make a donation to sustain iBme and support teen scholarships, please visit our [website](#) or contact us directly. Your generosity is deeply appreciated.

We appreciate you and your family for choosing to join us for this week. We aim to help teens develop skills to center themselves and listen and respond compassionately to the challenges of life. The tools we provide will help all of us recognize, accept, and overcome difficulties in ways that create less suffering for others and ourselves. May our efforts also be for the benefit of your family and for your greater community.

Thank you for your trust,  
Jen, Jess, Sarah, and the rest of your retreat team

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**Where We'll Be: Information about Prindle Pond Conference Center**

The peaceful setting of Prindle Pond Conference Center is the perfect place to ring in the new year. Prindle Pond is located on 600 wooded acres on the shore of Prindle Pond in Charlton, Massachusetts, in the central part of the state. We will be at Hilltop Facility, which features dormitory-style sleeping with every room having its own en-suite bath.

**Potential Hazards and Medical Care**

There are various potential hazards on the property—both man-made and natural—which visitors should be mindful of. There are work sheds on the grounds where heavy machinery and equipment are stored. Hot stoves or sharp/heavy utensils in the kitchen may present risks. Visitors are requested to remain in designated areas and keep away from all areas marked as being off-limits.

In the event of illness or injury, we are lucky to be close to Worcester and many health care centers. The closest emergency room is in Southbridge at Harrington Emergency Care Center which is about a 12-minute car ride. iBme retreat staff are prepared to respond in emergency situations. Sometimes other visitors with medical or alternative health care training may offer help or advice to adults; if this help is accepted, please understand that the visitor is acting entirely on their own initiative and not on behalf of or under the direction of Prindle Pond or iBme.