



Camp
Whitcomb/Mason

Overnight Camper Parent Handbook



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

W294 N8436 Camp Whitcomb Road
Hartland, WI
262-538-1190
www.boysgirlsclubs.org/camp

Dear Camp Whitcomb/Mason Parents & Guardians,

Thank you for choosing Camp Whitcomb/Mason for your child's summer experience! Whether your camper will be attending Camp for the first time, or is a seasoned camper we are excited to explore and play this summer.

While your child is at Camp they will be exploring and growing appreciation for nature through our hiking trails and canoe rides, improving social skills by working with fellow cabin mates through team play and team building activities, and fine-tuning their responsibility and leadership skills through various opportunities and challenges presented to them while at Camp.

Our staff are hired based on their experience working with youth, maturity, character, leadership capabilities and desire to be a positive mentor and role model for all our campers. Summer staff participate in a two and half week training to ensure the best possible care for campers before they arrive.

While Camp is excited for your child to attend Camp this summer, we know that parents/guardians can be just as nervous as their camper! To help prepare you and your camper to get the best experience we have some suggestions that may help:

- Ask your camper to write down something great that happened each day so they can tell you about it when they come home. Meeting a new friend, trying a new food or activity are some great examples!
- Talk to your camper about how excited you are for them to have this experience, and that feeling butterflies in their stomach about going to Camp is normal and okay if they are feeling that (or not!). Butterflies shouldn't prevent safe fun.
- If your camper is feeling homesick during the week, practice ways that they can talk to their counselor. Suggestions include: writing you a letter home, talking about what they have learned at Camp so far, coloring a picture of what they are looking forward to the next day, or listing personality traits of their new cabin friend.
 - Please do not offer your child to call you at any time, pick them up, or tell them that they will be homesick. We have found that offering this to your camper before they come to Camp plants the seed of homesickness when it could have been avoided.

The Camp Whitcomb/Mason team is excited to welcome your camper into our summer family. If you have any questions regarding your child's stay at Camp, please do not hesitate to contact the Camp Office at 262-538-1190.

With best wishes,

Sarah "Charlie" Resch
Executive Director
Camp Whitcomb/Mason
sarahr@boysgirlsclubs.org

Molly "Goose" Modzynski
Program Director
Camp Whitcomb/Mason
MargaretM@boysgirlsclubs.org



American Camp Association Accreditation

Camp Whitcomb/Mason strives for excellence and we are proud to be accredited by the American Camp Association (ACA). Meeting over 200 nationally recognized standards of quality for camping, we are happy to achieve this accreditation and are excited to continue to improve our summer and year-round programming. Through this document you may find highlighted abbreviations which are an indication of just a few of the many standards we strive to follow.

Transportation to/from Camp by Bus Provided by Camp Whitcomb/Mason (TR.5)

Monday Morning Drop Off

Please arrive at your Boys & Girls Club that you identified on the registration form by 8am. Camp Whitcomb/Mason will have two trained staff members per bus to help your camper load their luggage onto the bus as well as collect medications and check them off the roster.

Friday Afternoon Pick Up

Buses will leave Camp Whitcomb/Mason at 2:00pm and arrive back at the Boys & Girls Club between 2:45 and 3:30pm. Campers are responsible for handing a staff member their own luggage to ensure their belongings are present on the bus.

Occasionally there is something that causes a bus to run late. The Camp Office will communicate with the Boys & Girls Club bus stops if this happens. You are also welcome to call Camp at 262-538-1190.

Safety Procedures for Bus Travel

Everyone must remain seated at all times while the bus is in motion.
Arms, hands, head, and legs must remain in the bus.
Do not throw any objects out of, or in the bus.
Luggage should be placed in the rear seats of the bus.
Noise is to be kept to 'talking voices' only. No shouting.

Emergency Protocol for Travel

Should an emergency occur while on the bus our staff have been trained in what to do. Their first priority will be for the safety of the campers. Camp Whitcomb/Mason staff members will assist the bus driver in moving all campers to safety and conduct a head count and roll call with the bus roster provided. The Program Director or Executive Director will communicate with all parents/guardians regarding any accident or emergency during transportation.

No-Show Campers

Camp staff will make every effort to reach parents/guardians of campers who do not arrive at camp for their scheduled week of camp. If something happens and your child will not be attending, please notify camp as soon as possible.

Travel to Camp by Car

From Milwaukee

1. Take Hwy I-94 west towards Madison, exit at Hwy 16 west (Pewaukee exit) - Exit #293C
2. Continue on Hwy 16 and exit at North Avenue/Merton Avenue - Exit #183
3. At 4 way stop turn right onto Merton Avenue
4. When road ends (at 3 way stop) turn right onto Hwy K
5. Go one block and take first left which is Dorn Road
6. Take Dorn Road until ends at Hwy V V (2.5 miles)
7. Turn left onto Hwy V V
8. Take first right, which is Camp Whitcomb Road
9. Drive 1.2 miles - camp entrance is on the right

From Madison

1. Take Hwy I-94 towards Milwaukee
2. Exit at Hwy 83 (Delafield)
3. Turn left onto Hwy 83 (north) and continue until North Lake (8.5 miles)
4. Turn right onto Hwy V V (Mobil station)
5. Continue on Hwy V V for 2 miles to Camp Whitcomb Road
6. Turn left on Camp Whitcomb Road
7. Drive 1.2 miles - Camp entrance is on the right

Traveling by Car to Camp:

Campers should arrive at Camp by 10:00 a.m. on Monday and be picked up between 2:00-2:30p.m. on Friday. Upon arrival at camp, a camp staff member will greet you and assist you with check-in and moving into the cabin. Please have all medications and money ready to turn in.

For the safety of our campers, all parents must present a valid photo ID when they arrive, prior to departure. Please check that your camper has all belongings before leaving camp. We ask that you pack your car before touring camp. If a camper will be arriving or departing at a time other than those indicated above, please contact our camp office as soon as possible to make those arrangements.

No-Show Campers:

Camp staff will make every effort to reach parents/guardians of campers who do not arrive at Camp for their scheduled week. If something happens and your child will not be attending, please notify Camp as soon as possible.

From Northeastern Wisconsin

1. Take Hwy 41 south to Hwy 60 (Jackson & Hartford exit)
2. Turn right (west) onto Hwy 60
3. Take first left (at stoplight) which is Hwy 164
4. Continue south on Hwy 164 to Hwy Q (3rd stop sign)
5. Cross Hwy Q, go 1/2 mile, take first right which is Hickory Road
6. Continue on Hickory Road until the 2nd stop sign
7. Go straight at the second stop sign (becomes Center Oak Road)
8. Go 1 mile and turn left onto Camp Whitcomb Road
9. Camp Whitcomb/Mason entrance will be 1 mile on the left

From Northwestern Wisconsin

1. Take Hwy 60 to Hwy K south (downtown Hartford)
 2. Follow Hwy K through Monches
 3. Go past Hwy E
 4. Take the next right which is Camp Whitcomb Road
- Camp Whitcomb/Mason entrance will be 1 mile on the left

Camp Policies and Information

Behavior Expectations

It is our intention to provide positive, realistic expectations and guidelines for all campers to ensure their success at Camp. Camp Whitcomb/Mason has a strict policy against bullying. All campers should feel safe both physically and emotionally. If issues arise, we will work with each camper to resolve them and will contact the parents/guardians to keep them informed of the situation. If necessary, we will ask parents/guardians to pick up their camper if bullying or behavior issues are a continuous problem. Please note that refunds will not be given in such cases.

Cabin Mate Requests

The camp experience is intended to allow campers to make new friends and allow room for individual growth. Camp Whitcomb/Mason believes some of the best experiences occur while providing opportunities to step outside your comfort zone. Not all cabin mate requests will be able honored due to age differences, bunks available, gender differences, or other circumstances.

Fees and Cancellation Policy

BGCGM Members will pay their Camp fee in full at time of registration to their home Club front desk or online when registering.

Non-Member Fees- At the time of registration, a \$100 deposit per week, per child must accompany a camper's registration and will be applied to the total camp fee. The balance of the Camp fee is due by the Wednesday prior to your Camp session.

Refunds and changes- We understand that circumstances change and should a camper not be able to attend camp, we will refund in full up until March 1. Refund requests must be made in writing. Camper's sessions may also be changed at no additional charge as long as there is availability in the desired session. A physician authorized medical excuse is required for a refund of camp fees after March 1. In case of dismissal due to poor behavior or voluntary withdrawal (including homesickness), there is no refund of fees.

All late payments will be assessed a \$25 late fee. All registrations made after July 1 need to be paid in full at time of registration. There will be a \$30 charge for all returned (NSF) checks.

Camp Store/Trading Post

Campers will have the opportunity to shop in our Trading Post. Money will be collected on Monday and returned on Friday to your camper upon arrival at the Boys & Girls Club. If you selected a dollar amount for the Trading Post during online registration your camper will be able to access that money when they shop. Items range in price from \$.50 - \$15.00. All campers will receive a T-shirt on Friday.

Communicating with Your Camper

We encourage letters from parents as the best way to communicate with campers. Positive, supportive letters let campers hear from home in an encouraging way. Please note it does take 2-3 days for letters to arrive. You can also stay in touch through our Facebook page. We will upload photos which can be accessed online.

While we do our best to make sure that we take photos of all campers during the week, we only upload a limited number per day.

Letters

Camp Whitcomb/Mason
c/o Child's Name
W294 N8436 Camp Whitcomb Road
Hartland, WI 53029

Healthcare Information

We have a well-equipped Health Center with an onsite Health Coordinator, as well as counselors who are trained in emergency First Aid and CPR. If your camper becomes ill during camp, if deemed necessary, we will make arrangements with you to pick up your ill camper (HW.10). If campers are ill, have been exposed to a contagious disease such as chicken pox or strep throat in the last 24 hours, or have a temperature, we ask that they not be sent to Camp until they are clear of symptoms for 24 hours.

It is very important that parents/guardians provide us with complete emergency contact information and health history. If parents/guardians will be travelling while their campers are at Camp, please list an itinerary and phone numbers where they can be reached. In the case of an injury that requires medical attention, we will make every attempt to contact the parents/guardians prior to treatment. In the event that parents/guardians cannot be reached, we will have the health form on file, with parent/guardians' written authorization to treat an injury.

Health Forms

All campers **MUST** have a completed health form on file. We cannot accept campers without this form. All parents/guardians must complete every question as thoroughly as possible and sign the authorization to administer emergency medical treatment.

Medications

All prescription and over the counter medications, vitamins and creams must be submitted to Camp Staff in the original container with the licensed physician's instructions. Please place packaged medications in a clearly labeled bag (zip-lock bags work well), with camper's name, dosage and directions for administering on the Authorization to Administer Medications Form. All medications are administered by the Health Coordinator per the physician's instructions. All medications must be listed on the Medication Form. Unused medications will be returned with the camper on their last registered day.

Please note: Unless taken on a daily basis, over the counter medications should not be brought to Camp. The health care staff keeps a supply of common non-prescription medications on hand and will administer as necessary.

Meals/Dietary Restrictions

Balanced meals are planned and served by the food service staff. Campers eat both buffet and family-style meals in the dining hall. Vegetarian meals are prepared for our vegetarian staff and campers. Please note: to help ensure that we are able to meet a camper's individual needs, please include information about food allergies or special dietary restrictions (including if the camper is a vegetarian) on the health form. Peanuts and other tree nuts are not used in any of our meals or desserts due the high number of nut allergies. Please contact our camp office to discuss further dietary concerns or accommodations.

Overnight Camp Packing List

<p>For Daily Use:</p> <ul style="list-style-type: none"> • Short-sleeved t-shirts (5) • Shorts (3-4 pairs) • Long-Sleeved Shirt, Sweatshirt or light jacket (1-2) • Sturdy Shoes (2 pairs) • Socks and underwear (7 sets) • Pajamas (1-2) • Jeans/pants (2 pairs) • Sleeping Bag or sheets/blanket • Pillow and pillowcase • <u>Medication in original container</u> <p>For Outdoors:</p> <ul style="list-style-type: none"> • Insect Repellant • Sunscreen • Swimsuit & Pool Towel • Hat or Sun Visor • Sunglasses (optional) • Flashlight • Raincoat/poncho • Water bottle (required) 	<p>For Hygiene:</p> <ul style="list-style-type: none"> • Bath towel and washcloth • Soap in a plastic baggie • Comb/brush • Toothbrush & Toothpaste • Shampoo/conditioner • Deodorant • Optional shoes for shower (flip flops) <p>Do Not Bring:</p> <ul style="list-style-type: none"> • Electronics including cell phones, iPods, tablets or gaming devices • Valuables such as jewelry or family heirlooms. • Weapons of any kind or any item to be used for harm • Alcohol, tobacco products or illegal substances • Personal sports equipment, pets or cars
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Lost and Found

The camp experience is an opportunity for a child to learn responsibility for their personal items. As a family, please discuss the importance of caring and keeping track of gear as Camp Whitcomb/Mason is not responsible for lost or missing items. If an item is lost, please check the Lost and Found during check-out. Every effort is made to return clearly marked items while your child is at Camp. Unclaimed items are held for two weeks before they are donated to local charities.

Sample Daily Schedule

Each day at Camp is packed full of fun activities where campers focus on learning new skills and making new friends. Activity periods include arts & crafts, nature hikes, petting farm visits, games, teambuilding activities, high challenge course for youth ages 10+, swimming, canoeing, campfires and more!

7:00 a.m. Rise & Shine

7:50 a.m. Large Group Activity

8:00 a.m. Breakfast

9:15 a.m. Cabin Time

10:15 a.m. Activity 1

11:15 a.m. Activity 2

12:15 p.m. Lunch

1:00 p.m. Rest Period

2:00 p.m. Activity 3

3:00 p.m. Activity 4

4:00 p.m. Activity 5

5:30 p.m. Dinner

6:30 p.m. Cabin Time & Evening Program

10:00 p.m. Lights Out