



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

2022 Day Camp Guardian Handbook

Updated October 2021

About Camp Whitcomb/Mason



New Location

Day Camp drop off/pick up:
Friendship Lodge
W294 N8436 Camp Whitcomb
Road
Hartland, WI
53029

History

Celebrating our 111th year, Camp Whitcomb/Mason is a year-round retreat located on the shores of beautiful Lake Keesus in Hartland, Wisconsin and is the oldest Boys & Girls Club Camp in America.

Mission

The shared mission of Camp Whitcomb/Mason and our parent organization, Boys & Girls Clubs of Greater Milwaukee, is to inspire and empower all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Dear Guardians:

.....
We are so glad that you have chosen Camp Whitcomb/Mason this summer! Whether you are a new or returning Camp family, we hope that you are as excited about this summer as we are!

At Camp Whitcomb/Mason your Campers will:

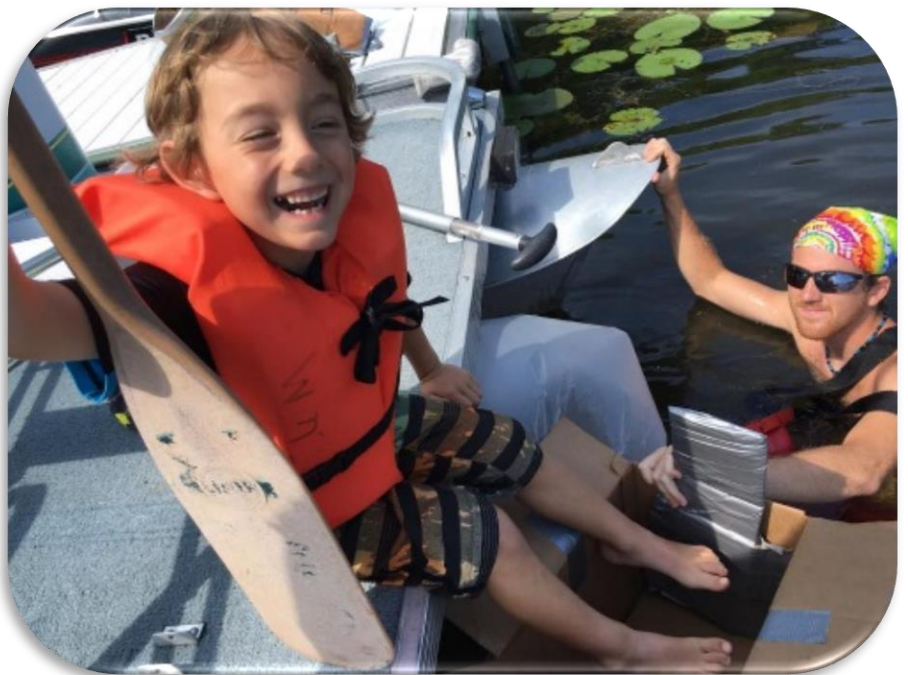
- Improve their ability to develop friendships and learn from peers.
- Develop life skills that help campers build and maintain positive relationships, appreciate the differences in others and feel confident in the person they are becoming.
- Increase their connectedness and understanding of the natural environment.

Staff members are selected for their maturity, character and leadership capabilities, as well as their desire to be positive role models and mentors to our Campers. Camp staff members participate in a weeklong training program prior to each Camp season to get ready for your child's arrival.

This Handbook is designed to answer many of your questions concerning your Camper's upcoming camp experience. If you have questions not addressed here, please feel free to call or email us anytime. We are here to ensure that every child has a great camp experience this summer!

Yours in camping,

The Camp Whitcomb/Mason Team



2022 Camp Themes

June 13-17	Marvel(ous) Universe	Everything is possible at CWM, including super heroes saving our day! Join us as we imagine our ideal super hero, go through specialized super hero training, and save our Camp community from villains!
	Art Speciality Camp	Interested in tapping into your artistic side?! Campers 10-14 years old will make up a special group, dedicating two hours each day to art! We will have a special visit from a professional in the comic book world. Campers will have time to draw & publish their own comic book. <i>Ages 10-14 years old; capacity 15 campers</i>
June 20-24	Shipwreck	Uh oh, the latest storm wrecked our boat onto the shore of lake Keesus. Campers now must work together to get off our island doing things like building cardboard boats, learning survival skills like archery, and hoping they catch their lunch during fishing.
	Cooking Specialty Camp	Did shipwrecking build up your appetite? Campers 10-14 years old will make up a special group and for two hours each day going beyond s'mores to create something delicately tasty over the fire. <i>Ages 10-14 years old; capacity 15 campers</i>
	Moose-trepreneur Specialty Camp	While exploring after the shipwreck we realized there aren't any stickers here! What a great business opportunity!! In this specialty Camp, campers 10-14 years old will make up a special group and spend two hours each day exploring their entrepreneurial spirit. We'll do market research, design, and present our own sticker ideas. After an all camp vote the winning sticker will be printed and sold at the trading post later in the summer. <i>Ages 10-14 years old; Capacity 15 campers</i>
June 27- July 1	Makers Week	Our imagination is the limit this week as we use new and recycled materials to create, design and build projects. In addition to what we make for ourselves, campers will participate in age-appropriate camp service projects ranging from bird feeders to large projects for all campers to enjoy.
	Fashion Week Speciality Camp	In the spirit of making things campers 10-14 years old will make up a special group and spend two hours each day to dream, design, and create their own couture fashion designs from non-traditional materials. <i>Ages 10-14 years old; Capacity 15 campers</i>

Themes continued on page 4

2022 Camp Themes Continued

	Wizards, Witches, and Wands	Attending Camp is a magical experience. This week we're ramping up the magic as we learn tricks, are fitted with our personal wand, and brew potions.
July 6-8	Lights, Camera, Action Speciality Camp	Campers 10-14 years old will make up a special group which will dedicate two hours each day to explore social media like YouTube & TikTok. We'll recreate dances & participate in Camp appropriate trends. All recording will be done on a Camp device and shared out to Camp social media accounts – Campers will not be allowed to record on personal devices while at Camp but are welcome to share on their own social media with their adult's permission. Ages 10-15 years old; Capacity 15 campers
July 11-15	Outdoor Adventure	Camp is 308 acres and we're using those acres to its fullest this week! Join us as we participate in archery, fishing, fire building, and of course getting muddy - among other outdoor activities.
July 18-22	Wacky Water	Summer has been heating up and now is our chance to cool down! We're all about the water this week as we race down the slip and slide and turn traditional games into wacky water ones!
July 25-29	Aliens	Camp is out of this world and we've got some visitors! We'll spend the week creating & exploring new plants, observing alien slime, and uncovering if our visitors are friend or foe
August 1-5	Medieval	The space time continuum glitched and Campers are stuck in the medieval era this week! No worries though as we're crowning royalty, creating and protecting our castles, and noodle jousting while the time continuum works itself back to 2022.
August 8-12	The Best of Camp	We did a lot of really amazing things this summer and now is our chance to relive it! This week we're a little more laid back with our structure and planned activities but with the same exceptional supervision. Campers and counselors will pick out the favorite games of the summer to play one more time before the end of the season!!

Counselors in Training

Youth 14-17 can participate in our Counselor in Training program, which is designed for our campers who still love Camp but are seeking new ways to be involved. During mandatory leadership week, campers will participate in programs designed around growing leadership skills. The remaining weeks CITs will be paired with a camp group and help counselors with things like set up/take down of programs, being a “buddy” with a struggling camper, and/or leading short games.

Mandatory Leadership Week - \$260 – June 20-24

Optional Additional Weeks - \$115

Noteworthy for 2022

We're Moving!

To Friendship side of Camp. We've outgrown our old digs and are thrilled to make the move to Friendship side of camp which will allow us more opportunities to grow and serve our campers the best way possible! As we get closer to Camp, you'll receive more information about where to enter for drop off/pick up.

You'll now use the address: W294 N8436 Camp Whitcomb Road Hartland WI

Specialty Camps

In 2020 we weren't able to pursue our specialty camps, but it's time for us to try again! Campers enrolled in specialty camps will spend 2 dedicated hours each day on their specialty theme, with the rest of their time participating in traditional camp activities like swimming and games. These camps are available for up to 15 youth making up their own special group open to 10-14 years olds. Because specialty camps offer more in depth programming, there will be an additional \$25 charge for this program.

Camper requests

In 2021 we saw the most camper requests we've ever seen. Due to how our registration process is run we cannot assign camper groups until the week prior to camp. This meant our team was spending *hours* each week trying to honor each camper request, often turning our office into the picture on the right to make sure everything worked out. As we continue to grow this model is no longer sustainable.



2022 Our updated procedure will be that each camper may request one other camper, and they must request you. We ask that campers who request each other be similar in age. Every effort will be made to meet these requests, but in the event a group request cannot be met you will receive an email by Saturday before the week informing you of the situation. We look forward to this process helping us support our campers as they nurture existing friendships while growing confidence and fostering new relationships.

Early Pick Up/Drop Off

Our Campers are BUSY and we're thankful we get to play apart in your busy schedule. During the day our campers use all 308 acres, which means we're never in the same place, and typically inconveniently far from the pick-up location. When we have to bring a camper for an early pick up or drop off, it pulls counselors away and disrupts programming. This year we are requesting if you must pick up your camper early, or drop off late you do so during the lunch hour at 12:00. During this time our campers are all in the same area and this will cause as little disruption to the program as possible. In the rare event that this is not possible the Camp Director will be happy to work with you on an alternative solution.

Specialists

The move to Friendship Side of Camp will bring along access to program areas and specialist staff more than ever before. We look forward to scheduling time with the arts & crafts, nature, petting farm, garden, sports & games program specialists among other new specialist roles this summer. With this upgrade in programming, we're excited about the opportunity for new, interesting, and immersive programming opportunities.

We're Hiring!

CWM is currently, and will continue hiring through May for the summer camp season. We're hiring Day Camp Counselors, Overnight Counselors, Program Specialists, Lifeguards, Health Coordinators, and Seasonal Supervisors to make our season the best it's ever been. If you have someone in your life you think would be a great fit please have them call or email us for more info!

Concession

Back by (very) popular demand, campers will be enjoying concessions daily. Concession prices range from \$.50 - \$3 and items will change through the summer. Last summer we had a few kinks to work out, but by the second part of the summer we found a system that worked well, which we'll be replicating again this summer.

Please remember the concessions and trading post funds are separate.

Noteworthy for 2022 Continued

Water Bottles & Sunscreen

To keep Campers hydrated, happy, and healthy all summer long, Campers are required to bring a water bottle with them every day. If your Camper forgets their water bottle, they will be provided a disposable water bottle and your account will be charged \$1. Please be sure to send sunscreen and bug spray with each individual Camper. Siblings may not be in the same group and therefore unable to share these items.

What happens if there are changes to this summer?

If there are COVID-related changes beyond our control that impact Camp, we will work to find the safest way to be there for our families and Campers, and we will communicate our plans openly.

Registration Discounts

We strive to ensure summer camp is affordable for all families. To aid in this pursuit we have applied the following discounts to our fees.

- **New This Year! Bundle Discount** – Campers who register for **7 or more weeks by April 30** will have a discounted rate of \$230/week. This discount can only be applied along with sibling discount. The discounted rate will be reflected on your invoice by May 9th.
- **Early Bird** Families who register prior to April 1, 2022 will receive a discounted rate of \$240 per week. Rates will increase to \$260 per week on April 1.
- **First Time Camper** First time attending Camp Whitcomb/Mason? Use discount code **FIRST** to receive \$25 off your Camper's first full week of summer. This discount may not be applied along with other discounts other than the **Early Bird**.
- **Sibling Discount** Families receive \$25 off each week for each additional camper from the same family when registered at the same time. No code required. Discount calculates automatically. If sibling Campers are registered at different times, please call the Camp office for the discount to be applied.
- **Bring a Friend** Families who refer a new friend to Camp will have their name entered to win a special prize. New Camper may not have attended Camp Whitcomb/Mason in the past. New Camper must indicate the referring Camper at the time of registration. Families may refer as many new families as they like.



COVID-19 Impact to Camp

If COVID-19 has taught us anything it is to be flexible, adaptable, and to always anticipate changes. Taking a conservative approach to our programming has kept us open and COVID free the last two summers. We have a proven plan in place that we believe will afford our Campers a fun, adventure-filled summer while still maintaining strict safety protocols. As always, as information is updated policies may be revised according to the latest recommendations from the CDC, local health department and Boys & Girls Clubs. All changes will be communicated to Camp families in a timely manner.

Health Screening Questions

Campers will be greeted at drop off in their car, with the following questions:

- Are you experiencing chills, a new or worsening cough, shortness of breath, difficulty breathing, sore throat, congestion or runny nose?
- Are you experiencing any GI symptoms such as: new onset of nausea, vomiting or diarrhea?
- Are you experiencing a new onset of loss of taste or smell, muscle or body aches or headache?
- Have you had close contact with anyone who has been diagnosed with COVID-19 in the last 14 days?
- Are you awaiting the results of a COVID-19 test?

A yes answer to any of these questions will result in a request for you to take your Camper home, along with any siblings who have been exposed to this Camper. Campers are welcome to rejoin Camp once they have been symptom-free for 72 hours without fever reducing medication, they've received a negative COVID test, AND at least 10 days have passed since symptoms began.

If a Camper begins to experience symptoms of COVID-19 while at Camp they will be isolated from other Campers and you will be called immediately. We ask that your Camper be picked up immediately along with any other household members (siblings, cousins, etc).

Masks & Social Distancing

Aligned with Boys & Girls Clubs of Greater Milwaukee policies, Campers are required to bring a mask to Camp every day.

Campers will wear masks when entering buildings such as using the restroom, changing and during time spent indoors on rainy days. Campers will also be expected to wear masks when they cannot be socially distant from other Campers and/or staff.

Camp staff will follow the same mask procedures. If a Camp staff member not in your Camper's cohort interacts with Campers (such as kitchen staff bringing meals or admin staff visiting groups) the staff member will wear a face mask, even outdoors.

Camper Groups

Groups of Campers will be limited to 15 youth and 2 adults. If your Camper would like to be in a group with another Camper please indicate that request on your registration form (Please see updated camper request procedure on page 4). Campers may not change groups after Monday morning.

Please note that while effort will be made to maintain social distancing, your Camper will likely spend time in close proximity to other Campers and staff within their group. Separate groups, however, will not co-mingle. All equipment, materials, and surfaces will be cleaned and sanitized before and after each group uses it.

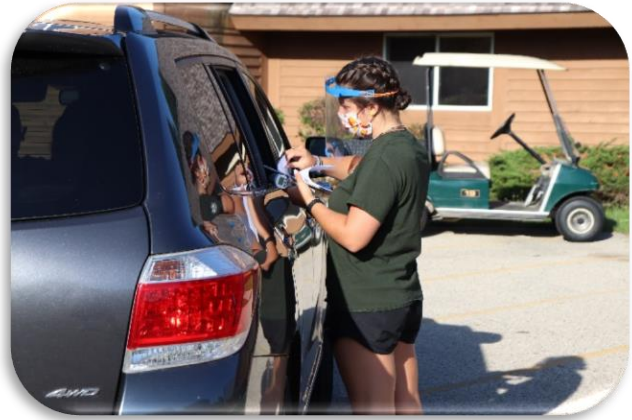


While at Camp

Counselors have been working hard to plan the best activities to fill each day. Although the schedule may be altered, here is an example of what a day may look like.

SAMPLE DAY CAMP SCHEDULE

7:30 a.m. - 8:30 a.m.	Camper Drop Off
8:30 a.m. - 9:00 a.m.	Morning Meeting
9:00 a.m. - 10:00 a.m.	Activity 1
10:00 a.m. - 11:00 a.m.	Activity 2
11:00 a.m. - 12:00 p.m.	Activity 3
12:00 p.m. – 12:45 p.m.	Lunch
12:45 p.m. - 1:45 p.m.	Pool or Waterfront
1:45 p.m. – 2:15 p.m.	Change
2:15 p.m. - 3:15 p.m.	Activity 4
3:15 p.m. - 3:30 p.m.	Concessions
3:30 p.m. – 4:30 p.m.	Activity 5
4:30 p.m. – 5:30 p.m.	Camper Pick Up



Hot lunch and snack are provided by Camp.

All Campers, including those with dietary restrictions, are welcome to bring their own lunch and/or snacks. Please note that nuts and other dietary allergens may be present at Camp. If this poses a threat to your Camper, please discuss this with the Camp Director prior to your Camper's first day at Camp.

Late Pick-Up Policy

All Campers must be picked up by 5:30 p.m. Although we understand that unexpected circumstances could result in a caregiver arriving late to pick up their Camper, please be aware that late fees will apply.

The first instance of a late pick-up will result in a reminder of Camp policy. Any instance of late pick-up after the first will result in your account being charged \$1 per minute past 5:30 p.m.



Camper drop off is 7:30am- 8:30am.

Camper pick up is 4:30-5:30pm. If you must pick your child up before this time, please inform the staff of this special circumstance.

Please note that we use ALL of our 300 acres so early pick up/late drop off is a strain on our program. Please see our updated early pick up/drop off policy on page 5

Any person picking up a Camper **must have their ID** readily available.

What to Bring

Every Day

- Dress for the messy fun we'll be having
- Athletic Shoes -Must have a back and be strapped to your foot
- Swimsuit – we swim *every day*
- Towel
- Sunscreen
- Insect Repellant
- Rain gear
- Backpack
- Reusable water bottle
- Mask



Note: All items must be labeled with your Camper's name. Campers are solely responsible for their items (OM.4). Camp is not responsible for lost or damaged belongings.

Do Not Bring to Camp

- Cell Phones
- Valuables – electronics, jewelry, games
- Personal sports equipment (OM.4)
- Pets (OM.4)
- Candy or gum
- Weapons
- Cigarettes
- Drugs
- Alcohol
- Clothing with references to drugs, alcohol, tobacco, sex or gangs



Medication

Please send medication in its original container. Medication must be handed directly to staff upon drop off in its original container.

Trading Post & Concessions

Campers will have the opportunity to shop in our Trading Post each week. You can send cash or add money to your Camper's trading post account during registration. Items range in price from \$.50 - \$25.00.

Daily campers will visit the concession stand where they can purchase snacks for \$.50 - \$3. Campers are also welcome to bring their own snacks to eat during this time.

Camp T-Shirts

Each camper will receive a Camp shirt by Friday of their first week of Camp. Additional camp shirts can be purchased at the Trading Post.

Camp Policies and Information

American Camp Association Accreditation



Camp Whitcomb/Mason strives for excellence. We are proud to earn the accreditation of the American Camp Association (ACA), meeting over 200 nationally recognized standards of quality.

Behavior Expectations

It is our intention to provide positive, realistic expectations and guidelines for all Campers to ensure their success at Camp. We believe all campers should feel safe both physically and emotionally, and we pride ourselves in our ability to recognize and respond to the needs of our Campers. If an issue arises that jeopardizes the well-being of any of our Campers, we work with all Campers involved to resolve the issue. We also contact the parents/guardians of all involved Campers to keep them informed. If necessary, we may ask parents/guardians to pick up their Camper if the situation involves bullying or ongoing problems. Please note that refunds will not be issued in such cases.

Please note that Camp Whitcomb/Mason is committed to helping all Campers acclimate to our COVID-19 safety practices, but due to the additional demands put on our staff by COVID-19, we will not be able to serve Campers who are unable or unwilling to listen to directions, follow established hygiene practices, wear masks when required, or maintain a safe distance from others.

At Camp, we believe in challenge-by-choice. During a given period, counselors will strongly encourage Camper participation, but ultimately each camper is responsible for their own experience at Camp. We encourage every Camper to come to Camp with an “I’ll try it at least once” attitude.

Registration

At the time of registration, a \$50 non-refundable deposit per week, per child is required and will be applied to the total Camp fee. All money and forms are due two weeks prior to each Camp session. Campers will be unable to attend their session if paperwork & payment are not submitted two weeks prior to arrival.



Refunds and Changes

We understand that circumstances change. Should a Camper not be able to attend Camp, a full refund will be issued up until March 1. A physician authorized medical excuse is required for a refund of Camp fees after March 1. All refund requests must be made in writing. In the case of dismissal due to poor behavior or voluntary withdrawal (including homesickness), there is no refund of fees.

A Camper’s sessions may be changed at no additional charge as long as there is availability in the desired session with at least one week’s notice.

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

Meals

Hot lunch and snack are provided to Campers each day.

Please include information about food allergies or special dietary restrictions on your Camper’s health form.

Camper Grouping

Each week counselors work to diligently to assign Campers to a group best suited to them. If your Camper would like to be in a group with another Camper, please indicate that request on your registration form. Please note the update to our Camper Request policy outlined on page 5.



Camper Pick-Up

Campers will only be released to those who have been indicated on the transportation form (OM.13). Anyone who is picking up a Camper must have an ID readily available for confirmation that they are listed on the form.

Camper Absence (OM.13)

If you know your Camper will not be in attendance on a specific date, please call the office as soon as possible at (262) 538-1190. If your Camper has not arrived at Camp by 10 a.m. on a day he or she is registered, Camp staff will call all numbers provided to ensure the absence is planned.

Healthcare Information

Illness or Injury

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 at Camp and it's deemed necessary, we will make arrangements with you to pick up your ill Camper (HW.10). If your Camper is ill, been exposed to a contagious disease such as chicken pox or strep throat in the last 24 hours, or has a fever, we ask that you not send your Camper to Camp until they are clear of symptoms for 24 hours. For COVID-specific health policies, please refer to page 5.

It is very important that guardians provide us with complete emergency contact information and health history. In the case of an injury that requires medical attention, we will make every attempt to contact parents/guardians prior to treatment. In the event that guardians cannot be reached, we have the health form on file, with guardians' written authorization to treat an injury.



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.