



Camp
Whitcomb/Mason



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

2023 Day Camp Parent/Guardian Handbook

Updated December 2022

About Camp Whitcomb/Mason

Our History

Celebrating our 112th 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.

Our 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.

Our Values

Growing Confidence
Accepting Responsibility
Nurturing Friendships
Affinity to Nature
Solving Problems

Our Leadership Team

Andrew “Forrest” Halverson
Camp Manager
Andrew.Halverson@bgcmilwaukee.org

Sarah “Nala” Carlson
Camp Director
Sarah.Carlson@bgcmilwaukee.org

Sarah “Charlie” Resch
Executive Director
Sarah.Resch@bgcmilwaukee.org

Dear Parents/Guardians:

.....

We are so glad to have you join the fun at 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. (CR.2.4)

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 two weeks of training prior to each Camp season to get ready for your child’s arrival. All Camp staff also pass a background check before beginning employment.

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.

Happy Camping!

The Camp Whitcomb/Mason Team



2023 Camp Themes

Week 1 June 12-16	Animal Kingdom	The hundreds of acres at Camp are home to hundreds of animals, and let's get to know them this week. Campers will discover secrets of the often-hidden animal kingdom as we dissect owl pellets, learn to track animals, catch frogs and fish, go bird watching, and use microscopes to learn more about the creatures we can't so easily see.
	Art Speciality Camp	Ready to get creative? Campers 10-14 years old will make up a special group, dedicating two hours each day to art, as we work with clay, paint, and papier-mache. We will create pieces of art to both take home, as well as livening up Camp as permanent art installations. <i>Ages 10-14 years old; capacity 15 campers</i>
	Makers Specialty Camp	Campers 10-14 years old will make up a special group, dedicating two hours each day to engineering and construction. We'll learn how to use different tools, design our creations, and make something cool. <i>Ages 10-14 years old; capacity 15 campers</i>
Week 2 June 19-23	Pirates & Mermaids	We're shipwrecked at Camp again, but this time we're not alone. Learn map reading skills to find the hidden treasure at Camp before the other pirates do. Take a voyage on Lake Keesus in canoes and kayaks, build boats, and hope to catch a fish!
	Fashion Specialty Camp	Campers 10-14 years old will make up a special group, dedicating two hours each day to designing and creating their own couture fashion. Campers will get to show off their creations during a runway show for all of Camp. <i>Ages 10-14 years old; capacity 15 campers</i>
	Fantasy Role Playing Specialty Camp	Ready for a quest? Campers 10-14 years old will make a special group, dedicating two hours each day to playing tabletop role-playing games in a beautiful natural environment. For beginners and avid players alike. Using a slightly simplified and more kids-friendly version of Dungeons & Dragons, we'll teach the game and create characters before we launch into our adventures. <i>Ages 10-14 years old; capacity 15 campers</i>
Week 3 June 26-30	Adventure Camp	Camp is 300 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. We will enjoy canoeing and shelter building- among other outdoor activities. (One night stay option)
	Mystery Solvers Speciality Camp	There's a mystery afoot at Camp and we need your junior detective's help in solving it. Campers 10-14 years old will make a special group, dedicating two hours each day to solving mysteries. We'll learn how to use and read secret messages, learn to read some of nature's secret signs, and work together to get through an Escape Room. <i>Ages 10-14 years old; capacity 15 campers</i>

June 26-30 continued	Spa Resort Specialty Camp	It's spa week at Camp, and what better place to unwind, relax, and pamper yourself? Campers 10-14 years old will make a special group, dedicating two hours each day to creating the ultimate spa experience. In addition to enjoying manicures, pedicures, and facials, we'll also nurture our minds with yoga, mindfulness exercises, and guided journaling. <i>Ages 10-14 years old; capacity 15 campers</i>
Week 4 July 5-7	Lumberjack Week	We're stepping back in time this week. We'll learn lumberjack history, use giant saws to cut logs, and plant trees as we learn about forest renewal. We'll also learn to live as the lumberjacks did through fire-building, shelter-building, and outdoor cooking. Pancakes will definitely be on the menu!
Week 5 July 10-14	Game On!	Come ready to play this week! We're packing our days with sports, games, and obstacles courses. Campers will enjoy working as a team and learning new and fun twists to classic games. If your camper's favorite activities at Camp include Gaga ball and field games, this is a perfect week for them!
Week 6 July 17-21	Outdoor Cooking	There's nothing quite like cooking over an open fire, and now we're doing it all week long. Campers will learn fire-building techniques and safety, and cook delicious snacks like orange cake, pudgie pies, and fresh baked bread-on-a-stick. Come hungry! (One night stay option)
Week 7 July 24-28	Splashtopia	Summer has been heating up and now is our change to cool down! We're all about the water this week as we swim in the pool, jump in the lake, and play lots of water games.
Week 8 July 31 – August 4	Grossology	It's the perfect week to play in a muddy gaga pit, make our own gummy bugs, and find your own bait for fishing. Campers will also make their own slime, create rubber eggs, and enjoy all Camp has to offer!
Week 9 August 7-11	Wild Discoveries	Natural wonders abound at Camp and this week we're taking a closer look. Campers will become junior mad scientists and enjoy STEM activities as we dissect owl pellets, learn about camp's plants and animals, and peer even closer with microscopes, stereoscopes, and telescopes.
Week 10 August 14-18	Best of Camp	We did a lot of amazing things this summer and now is our chance to relive it! Campers and counselors will pick out the favorite games and activities of the summer to play one more time before the end of the summer!

Counselors in Training

Youth 15-17 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.

A Day at Camp

Counselors and Program Specialists have been working hard to plan the best activities to fill each day. Campers will participate in activities all over Camp including swimming, Arts & Crafts, Petting Farm, Garden, Nature Center, Outdoor Living Skills, and more. Here's 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. - 9:30 a.m.	Activity 1
9:35 a.m. - 10:35 a.m.	Activity 2
10:45 a.m. - 11:45 a.m.	Activity 3
12:00 p.m. - 12:45 p.m.	Lunch
12:50 p.m. - 1:50 p.m.	Pool Swim
1:55 p.m. - 2:55 p.m.	Activity 4
3:00 p.m. - 3:30 p.m.	Activity 5
3:30 p.m. - 4:00 p.m.	Concessions
4:00 p.m. - 4:30 p.m.	Closing Activity
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. Concession participation is optional.

Camper Drop Off is from 7:30am- 8:30am

Camper Pick Up is 4:30-5:30pm

Please note: Notify Camp staff if you will be dropping off or picking up campers outside of these listed times. We use all of our 300 acres, so campers dropped off outside of listed times may need to wait in the office for up to 45 minutes until they can reunite with their group.

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



Late Pick-Up Policy

All campers must be picked up by 5:30 p.m. Although we understand that unexpected circumstances could result in arriving late to pick up a 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.

What to Bring

Every Day:

- Reusable water bottle
- Dress for the messy fun we'll be having
- Athletic Shoes OR Sandals with backstraps (footwear must have a back and be strapped to your foot and campers must have athletic shoes in order to go on the High Challenge Course)
- Swimsuit
- Towel
- Sunscreen
- Insect Repellant
- Rain gear



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

Do Not Bring to Camp:

- Cell Phones
- Valuables – electronics, jewelry, games
- Personal sports equipment (AD.16.1)
- Pets (AD.16.1)
- Candy or gum
- Weapons (AD.16.1)
- Cigarettes, tobacco, vapes, vaping supplies
- Drugs (AD.16.1)
- Alcohol (AD.16.1)
- Clothing with references to drugs, alcohol, tobacco, sex or gangs
- Cars * (see below for our policy on campers driving themselves)



Medication

Please send medication in its original container. Medication must be handed directly to staff upon drop off in its original container. All medications should be listed on the medical form.

Camp Store/Trading Post & Concessions

Every Friday campers will have the opportunity to shop in our Camp Store/Trading Post. 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 have the option to visit the concession stand where they can purchase snacks for \$.50 - \$3. Campers are welcome to bring their own snacks to eat during this time. Campers can bring cash, or you can add money to your camper's account during registration. The Camp Store/Concessions balance can be added to at any time online or by calling the Camp office.

Camp T-Shirts

Each camper will receive a 2023 Camp shirt on Friday of their first week of Camp. Additional Camp shirts can be purchased at the Camp Store/Trading Post. Some campers choose to have others sign their shirt.

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 250 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 while respecting the rights and dignity of all our campers. 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. Behavior expectations are gone over on every Monday with the group, as well as reiterated in the Community Expectations Contract.

At Camp, we respect the rights and dignity of every camper, and 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. (CR.1.1)

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 fees and forms are due one week prior to each Camp session.

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:



- **Early Bird** Families who register prior to April 1, 2023 will receive a discounted rate of \$260 per week. Rates will increase to \$285 per week on April 1, 2023.
- **Specialty Camp** Any 10-14 year old may register for Specialty Camp. Prior to April 1, 2023 the total is \$290 per week and \$315 after March 31, 2022. There are only 15 spots available for Specialty Camp.
- **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.

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 April 1. All refund requests must be made in writing. A camper’s sessions may be changed once per summer at no additional charge as long as there is availability in the desired session with at least one week’s notice. A physician authorized medical excuse is required for a refund of Camp fees after April 1. In the case of dismissal due to poor behavior or voluntary withdrawal there is no refund of fees. All other case-specific refund requests can be submitted in writing for review by the Executive Director.

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. Campers may 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 with the Camp Director prior to your camper's first day at Camp.

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. Staff will not help campers put on lotion sunscreen, so please ensure your camper has spray or knows how to apply on their own.

Camper Grouping

Each week Camp staff work to diligently 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. Effort will be made to meet all camper requests, but not all requests can be fulfilled due to a variety of considerations as we make groups each week. Campers who request each other should be similar in age and both parties need to request the other camper for consideration.



Arrival and Departure

Vehicles dropping off or picking up campers must use the second entrance on Camp Whitcomb Road, about 150 yards north of the main Camp entrance. Follow the blue signs for Day Camp drop off at the Four Seasons Lodge. Campers can be dropped off between 7:30am-8:30am. After the camper is checked in they can grab their belongings, get out of the car and join their group. Vehicles then drive forward and head back out to Camp Whitcomb Road through the main entrance at Camp, making a loop. Do not drive through Camp. (AD.4.1, AD.5.1)

Campers can be picked up in the same location outside of Four Seasons Lodge between 4:30pm-5:30pm. Campers will only be released to those who have been indicated on the transportation form. Anyone who is picking up a camper must have an ID readily available for confirmation that they are listed on the form. Although we understand that unexpected circumstances could result in arriving late to pick up a 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 5:30pm. (AD.23.1)

Notify Camp staff if you will be dropping off or picking up campers outside of these listed times. We use all of our 300 acres, so campers dropped off outside of listed times may need to wait in the office for up to 45 minutes until they can reunite with their group. (AD.5.1)

If your camper has a driver's license, they can drive themselves to and from Camp with parent/guardian approval. Parents/guardians must contact the Camp Director to arrange, as well as include the camper's name on the transportation form so they are allowed to check themselves out of Camp. Camp will need their car make/model and license plate number on file.

Camper Absence

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. (AD.23.2)

Lost and Found

The Camp experience is an opportunity for campers to learn responsibility for their personal items. As a family, please discuss the importance of caring for and keeping track of personal items. Camp Whitcomb/Mason is not responsible for loss or damage to personal items or equipment. The Lost and Found items are displayed and announced each day at lunch. 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 at the end of summer.

Healthcare Information

.....

Camper safety and well-being is a top priority at Camp. 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. Health Coordinators respond to health-related concerns at Camp, administer all medications, and document every health-related concern. We will notify parents/guardians of health-related concerns in a timely manner. Camp also has an on-call physician who also trains our staff each summer on health and safety at Camp. (AD.11.1)

Health Screening

We will not be doing daily temperature checks at drop-off in 2023. 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. (HW.6.1)

Illness or Injury

If your camper is injured at Camp, staff trained in First Aid will treat the injury. Staff will complete a report and notify the parent/guardian of the injury. Camp will notify guardians of any injury that may require medical attention and any injury that impacts their ability to participate at Camp. (HW.8.1)

If your camper becomes ill at Camp, the camper will spend time in the Health Lodge's isolation room for further assessment. The Health Coordinator will administer approved over-the-counter medications as needed. Camp will notify guardians if a camper has a temperature over 100.4, illness lasting over 6 hours, signs of infection, and any situation for which we consult our on-call physician. If the camper's symptoms deem it necessary, we will make arrangements with you to pick up your ill camper. (HW.8.1)

It is very important that guardians provide us with complete emergency contact information and health history. This is completed during the registration process. 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 a guardians' written authorization to treat an injury. (HW.1.1)



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 the 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 Camp keeps a supply of common non-prescription medications on hand and will administer as necessary.

COVID-19 Impact to Camp

Camp has been able to stay open and operate safely by diligently following recommendations from the CDC and local health department. While we are currently not doing daily health screenings, wearing facemasks, social distancing, and using cohorts, the COVID-19 pandemic has certainly taught us to be flexible. Camp will continue to follow recommendations from the CDC, local health department and Boys & Girls Clubs of Greater Milwaukee. All changes to our COVID-19 related policies will be communicated to Camp families in a timely manner.