



Camp
Whitcomb/Mason



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

2024 Day Camp

Parent/Guardian Handbook

Updated February 2024

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

About Camp Whitcomb/Mason

Our History

Celebrating our 113th year, Camp Whitcomb/Mason is a year-round camp located on the shores of Lake Keesus in Hartland, Wisconsin and is the oldest Boys and Girls Club Camp in America.

The Mission

The shared mission of Camp Whitcomb/Mason and our parent company, Boys and 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 Leadership Team

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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.
- Learn to solve problems and accept responsibility while working with other campers. (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 pre-season training prior to each Camp season to get ready for your child’s arrival. All Camp staff go through a criminal 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 (262.538.1190) or email us anytime (whitcomb.mason@bgcmilwaukee.org). We are here to ensure that every child has a great Camp experience this summer.

Happy Camping!

The Camp Whitcomb/Mason Team

2024 Camp Themes

Week 1 June 10-14	Wild Explorations	It's time to tap into your wild side. Come venture off the beaten path with us at Camp this week! We will go on wild adventures exploring our 300 acres through nature hikes, hunting for creepy crawlies and camp critters, and discovering more about the animals that call Wisconsin their home. Are you ready to join the adventure?
	Boho Speciality Camp	This week we will dive into the boho trend! A small group of up to 15 campers, ages 10-14, will spend two hours each day making their own boho projects including knitting macrame wall decor, crafting boho inspired garland, and making wooden bead necklaces. Come with a creative mindset for this fun-filled specialty camp! <i>Ages 10-14 years old; capacity 15 campers</i>
Week 2 June 17-21	Spies & Secret Agents	Let's crack the code together as campers investigate mysteries leaving no stone unturned. We will create our own secret messages, solve mysteries around camp, and use teamwork to break out of an escape room. It's time to put on your detective hat!
	Legends & Lore Specialty Camp	Join us as we jump into an epic journey through legends and lore this week! Campers ages 10-14 years old will make up a special group dedicating two hours daily to play Camp's version of Dungeons and Dragons creating their own heroic characters. You'll tackle bold adventures and celebrate completing the adventures as a team! <i>Ages 10-14 years old; capacity 15 campers</i>
Week 3 June 24-28	Survivor Challenge	It's time to take on outdoor challenges and work together as a team to build fires, learn navigation skills, and build shelters testing your survivor skills! You won't want to miss out on cooking delicious food over the fire with your new friends.
	Extreme Adventure Speciality Camp	Are you ready to take on the ultimate outdoor camp challenge? This week our small group of Campers ages 10-14 will take the survivor challenge to new heights through cooking their own meal over an outdoor fire, tent camping under the stars one night, and going on a canoeing trip around Lake Keesus. Are you up for the adventure? <i>Ages 10-14 years old; capacity 15 campers and One night stay.</i>

Week 4 July 1-3	Prehistoric	Help us uncover the prehistoric past! Join us for this jam-packed half-week building your own volcano, digging for dinosaur fossils, making your own cave drawings, and even getting the chance to make your own fossils.
Week 5 July 8-12	What's Cooking	Who doesn't love food? Campers will spend their week making fun snacks over the fire. We'll learn how to build a fire before jumping into the recipes. From campfire cones to garden-fresh pizzas, and of course s'mores, you will be sure to enjoy some delicious treats! (One night stay option)
Week 6 July 15-19	Under the Sea	Join us on a deep-sea adventure at Camp! This week we will make a big splash in the pool each day, discover the critters that live in Lake Keesus, go on a waterfront voyage, and so much more. Get ready to be in the splash zone!
Week 7 July 22-26	Lost in Space	Are you ready to go to infinity and beyond? This week campers will explore the solar system through many cosmic adventures. Get the chance to build your own rocket ship, learn how to identify constellations, and play some games that are out of this world. Ready for takeoff? (One night stay option)
Week 8 July 29 – August 2	Olympic Games	Campers will be sure to win their own gold medal in fun this week! We will dive straight into the fun participating in Camp's versions of classic Olympic events including archery, pool noodle javelin, and so much more. Let the games begin here at Camp Whitcomb/Mason!
Week 9 August 5-9	Carnival	Come to Camp ready for the festivities! We will be doing all the carnival classics including face painting, enjoying fun treats, playing lots of games, and making balloon animals. Campers will even get the chance to dunk their counselor this week!
Week 10 August 12-16	Best of Camp	Summer 2024 was a blast! We will jump back into our favorite activities and games from the summer one last time. Campers and counselors will work together to fit in the best camp activities this week making the best memories!

Inclusion Statement

We recognize today's youth face unique challenges and are committed to creating a safe and welcoming environment for all campers by creating policies and procedures that meet diverse needs. At Camp Whitcomb/Mason, we believe that all children should feel safe, included, and a sense of belonging, regardless of their gender identity, sexual orientation, race, nationality, ability, or differences in their beliefs or viewpoints.

Counselor In Training Program

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 one of the training weeks, 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 games and activities. **NEW THIS YEAR:** 14-year-old campers have the option to sign up for regular Camp themed weeks or as a CIT. Please call the office if you have questions on whether or not your camper should participate in the CIT program as a 14-year-old.

A Day at Camp

Our camp team has put together the best activities and programs to fill each day at Camp. Campers will participate in activities all around Camp's 300 acres including swimming, Arts and Crafts, Petting Farm, Nature, lake voyages, games, and so much more!

Please note that campers under the age of 10 will not participate in all activities Camp has to offer. Canoeing, High Challenge Course, and Archery are examples of programs that require additional safety considerations and only those 10 and older will be able to participate in said programs.

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. Peanuts and tree nuts are not used in any of our meals or desserts due to the high number of nut allergies, but food made in plants with tree nuts/peanuts are served. There may be individually wrapped items for sale at concessions that contain tree nuts/peanuts. Please contact the Camp Office to discuss further dietary concerns or accommodations.



Camp Policies and Information

Late Pick-Up Policy

Camper Drop Off is from 7:30am – 9:00am

Camper Pick Up is from 4:00pm – 5:30pm

Please note: If your camper is not able to arrive within the morning drop off window or picked up during the afternoon pick up window, they can be picked up or dropped off at the camp office within the lunch period from 11:30am – 12:30pm.

Any person picking up a camper **must have their ID** readily available and be listed as an authorized pick up person. If you need to add someone to the authorized pick up list please call or email the office.

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)
- Swimsuit
- Towel
- Sunscreen
- Insect Repellent
- Rain gear
- Backpack

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
- Personal vehicles

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.

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 2024 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.

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. 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 \$60 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 February 1, 2024, will receive a discounted rate of \$290 per week. Rates will increase to \$315 per week on February 1, 2024.

- **Specialty Camp** Any 10–14-year-old may register for Specialty Camp. The fee will be \$345/week. There are only 15 spots available for Specialty Camp.
- **First Time Camper** The first week a new camper is attending Camp, they will receive \$25 off their total registration for that first week. Please call the office to apply this discount.
- **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.

Deposits, Refunds and Changes

We understand that circumstances can change. A \$60/week deposit is required to secure your camper's week at Camp. That deposit will be applied to your camper's session fees and becomes non-refundable 4 weeks prior to the first day of the session. Cancellations received in writing up to 4 weeks prior to the first day of the session will receive a full refund of the deposit. A camper's session may be changed once per summer at no additional charge as long as there is availability in the desired session with at least two weeks' notice and the request must be emailed to the Camp office.

Cancellations must be made in writing and emailed to whitcomb.mason@bgcmilwaukee.org. Cancellations received more than 4 weeks prior to the first day of the session will result in full refund of the deposit and fees paid. Cancellations received less than 4 weeks prior to the first day of the session will not be refunded.

We do understand unfortunate circumstances may happen. If your child becomes ill, has an injury, or a family emergency that prevents them from coming to Camp, please email Camp to inform us. Refund requests must be made in writing and will be reviewed by the Executive Director. Refunds will not be made due to homesickness, behavior, or camp approved removal.

The remaining balance is due 14 days prior to your camper's arrival. Parents/guardians will receive an email reminder to pay the balance. Balances left unpaid 2 weeks prior to camper arrival may result in cancellation of the session with no refund.

Waitlists

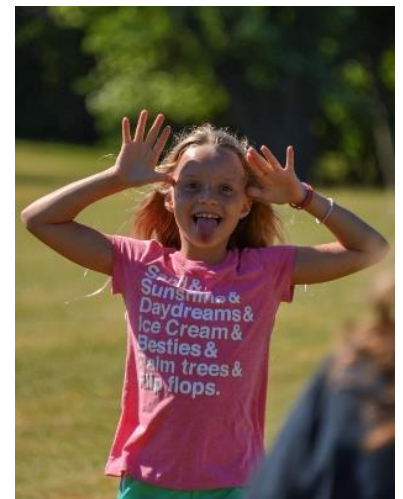
If a spot becomes available, your camper will be enrolled into the desired session. You will be notified via email that the spot is open and will remain open to you for two business days. If the final payment is not paid or we do not hear from you after two business days, the spot will go to the next camper.

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. Peanuts and tree nuts are not used in any of our meals or desserts due to the high number of nut allergies, but food made in plants with tree nuts/peanuts are served. There may be individually wrapped items for sale at concessions that contain tree nuts/peanuts. Please contact the Camp Office to discuss further dietary concerns or accommodations.

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. Please do not drive through Camp. That space is reserved for campers walking and playing (AD.4.1, AD.5.1)

Campers can be picked up in the same location outside of Four Seasons Lodge between 4:0pm-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)

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 they are 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. It is a great idea to label everything your camper brings to Camp to help not only keep track, but also assist in case anything is lost.

Camp Whitcomb/Mason is not responsible for the loss or damage of personal items or equipment. The Lost and Found items are displayed and announced each day. Every effort is made to return clearly marked items while your child is at Camp. We encourage campers to check the lost and found every day, especially on Friday before the end of their session. Unclaimed items are held for two weeks after summer programming ends before they are donated. If your camper has missing items, please email the office at whitcomb.mason@bgcmilwaukee.org with a description of the item and where your camper thinks they last had it. We will make every effort to look for the item to give back to you.

Healthcare Information

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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

If your camper is ill, have been exposed to a contagious disease such as chicken pox, pink eye 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 summarizing the incident. Camp will notify parents/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 for further assessment. The Health Coordinator will administer approved over-the-counter medications as needed. If the camper is not feeling better after talking with the Health Coordinator, parents/guardians will be notified to come pick up the 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.