



*Camp*  
**Whitcomb/Mason**



**BOYS & GIRLS CLUBS**  
OF GREATER MILWAUKEE

# **2023 Overnight Camp Parent/Guardian Handbook**

Updated December 2022

## 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 for them to explore, play, and make friends this summer.

While your camper is at Camp, they will be growing affinity to nature through our hiking trails and canoe rides and nurturing friendships by working with fellow cabin mates through games and team building activities. They will have opportunities for accepting responsibility with cabin clean up and growing confidence while solving challenges that arise while at Camp. (CR.2)

Our staff members 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-week training program to ensure the best possible care for campers before they arrive. All Camp staff also pass a background check prior to employment.

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 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.

Happy Camping!

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## 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 250 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.



## 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 outlined in the Community Expectations Contract that is signed by all campers and guardians.

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)

## Transportation to/from Camp by Camp’s Bus or Van

### Monday Morning Drop Off

Please arrive at your Boys & Girls Club that you selected on the registration form by 8am. Each bus/van makes multiple stops. Arriving by 8am ensures that you are on-time for the bus/van!

Camp Whitcomb/Mason will have trained staff members called Bus Captains with each vehicle to perform health screenings for each camper prior to them entering the bus/van. If your camper is not feeling well, you should keep them home and contact us, as they will need to reschedule Camp for a different week. Our Bus Captains will assist your camper to load their luggage onto the bus or van and collect cell phones, medications and money for the Camp Store/Trading Post. (AD.5)

### 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 before getting on the bus to ensure their belongings are present on the bus. Occasionally there is something that causes a bus/van to run late. The Camp Office will communicate with the Boys & Girls Club bus stops if this happens. You are also welcomed to call Camp at 262-538-1190 to inquire about transportation. (AD.5)

The individual picking up the camper on Friday must show a valid photo ID with a name that matches what is on the approved pick-up form filled out during registration. If the individual is not on the approved list, the bus captain will reach out to the Camp Director and the guardians will be called for verification. (AD 23)

### Safety Procedures for Bus or Van Travel

Please review these safety procedures with your camper:

- Everyone must remain seated at all times while the bus/van is in motion. Van riders must wear seatbelts.
- 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 or placed next to the camper.
- There is no fighting, aggressive language, or any violent related activity at the stops or on the bus/van.
- Noise is to be kept to ‘talking voices’ only. No shouting. (AD.5)

## 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 their bus roster. The Camp Director or Executive Director will communicate with all parents/guardians regarding any accident or emergency during transportation. (AD.5)

## 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. If you know that your child will not be able to attend their registered session, please contact the Camp office to see if rescheduling is possible. You are able to change the campers' session once with no additional charge based on availability. (AD.23)

## 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

### 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 (3<sup>rd</sup> stop sign)
5. Cross Hwy Q, go 1/2 mile, take first right which is Hickory Road
6. Continue on Hickory Road until the 2<sup>nd</sup> 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

## Arrival/Departure by Car:

Campers should arrive at Camp between 9:30-10:00 a.m. on Monday and be picked up between 1:30-2:00p.m. on Friday. Upon arrival at Camp, a Camp staff member will greet you and conduct a health screening. Upon passing the health screening, the camper will exit the vehicle and grab all their luggage with Camp staff assistance. Please have all medications and money for the Camp Store/Trading Post ready to turn in. For the

safety of our campers, all parents/guardians must present a valid photo ID when they arrive to pick-up campers. Campers will only be released to an adult that is listed on the transportation form accompanied with a valid form of ID. Please check that your camper has all their belongings before you leave 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. We do not typically allow campers to leave and return mid-session. Please contact the office with concerns about this policy.

If your camper has a driver's license, they can drive themselves to and from Camp with guardian approval. 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. (AD.4.1, AD.23.1)

## Fees and Cancellation Policy

### BGCGM Member Fees

BGCGM members must pay their Camp fee in full at time of registration, either online when registering, or in-person at their home Club's front desk. If paying in-person, most Clubs accept cash or money order. Fees must be paid in full by the Wednesday prior to their arrival at Camp.

### 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 full balance 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 April 1. Refund requests must be made in writing. Campers' sessions may also be changed once per summer at no additional charge if there is availability in the desired session. An authorized physician's medical excuse is required for a refund of Camp fees after April 1. In case of dismissal due to poor behavior or voluntary withdrawal (including homesickness), there is no refund of fees. All other case-specific refund requests can be submitted in writing for review by the Executive Director.

Late payments will be assessed with 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 Policies and Information

### Going Home Early

Camp leadership staff reserves the right to send any camper home early, due to illness or health concerns, accident, or behavioral problems. If Camp decides to send a camper home early, parents/guardians are responsible to pick up your camper from Camp. Pick up must be arranged within 2 hours, and failure to comply may result in future denial of registration for the camper.

### Cabin Mate Requests

The Camp experience is intended to allow campers to make new friends and allow room for individual growth. Effort will be made to meet cabin mate requests, but not all requests can be fulfilled due to age differences, bunks available, gender differences, or other circumstances.

### Camp Store/Trading Post

Campers will have the opportunity to shop in our Camp Store/Trading Post on Friday morning. 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 (Please be sure they know they have money in their account!). Money can be added to this account online later by logging into your registration account. Campers can also bring cash. Cash will be collected by Camp staff on Monday upon arrival at the bus stop or Camp and given to campers when they shop.

Items range in price from \$.50 - \$25.00. All campers will receive a 2023 Camp T-shirt during their first session at Camp. \*\*New this year- any remaining balance will be carried over to the following year. After one year, if the balance remains it will be donated to the Camper Scholarship Fund.

### Communicating with Your Camper

Campers are not allowed to have cell phones, smart watches, tablets, or any other technological device during their time at Camp. We want this to be a time for youth to unplug and enjoy their time in nature while making new friends. If a camper is found with a cell phone (or other electronic device), it will be confiscated and kept safe in the office until Friday when the camper goes home.

We encourage letters from parents/guardians 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 via mail. You could also pre-write letters and hand them to Bus Captains or check-in staff on Monday. Letters can be sent to the following address:

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

If you would prefer to send your camper an email for us to print off and give to them, please send an email with your camper's name to [Whitcomb.Mason@bgcmilwaukee.org](mailto:Whitcomb.Mason@bgcmilwaukee.org). Any emails received by 11am will be given to your camper that same day, Tuesday through Thursday.

### 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 for and keeping track of gear. 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 once summer is over.

### 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 / Optional "Polar Bear" Swim
8:00 a.m.	Breakfast
9:15 a.m.	Cabin Time
10:00 a.m.	Activity 1
11:00 a.m.	Activity 2
12:00 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

### 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 medications, and document every

health-related concern. We will notify parents/guardians of health-related concerns in a timely manner. We also have a physician on-call for resources and referral when needed. (AD 11.1)

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)

If campers have been exposed to contagious diseases such as chicken pox, strep throat or Covid-19 in the last 3 days please contact the Camp Office at 262-538-1190 to discuss exposure and options. If campers are ill or have a temperature over 100.4, 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. If parents/guardians cannot be reached, we will have the health form on file with parent/guardians' authorization to treat an injury. (HW.1.1)

### **Health Forms**

All campers MUST have a completed health form on file in order to come to Camp. 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. (HW.1.1)

### **Medications**

All prescription and over-the-counter medications, vitamins and creams must be submitted to Camp staff in the original container. 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 and sent in the original bottle/package. Unused medications will be returned with the camper on their last registered day. If medications have changed from time of registration to the camp session, please update the health form online or call the camp office.

Please note: Unless taken daily, 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.

### **Health Screenings**

One of the ways we ensure the health of our campers is conducting health screenings on the first day of each camp session. Campers with communicable diseases will not be able to attend Camp.

Prior to getting onto the bus or getting out of the car when being dropped off at Camp, campers will go through a health screening by Camp staff. Your camper's temperature will be taken, anything below 100.4 degrees is a pass. Campers with active fevers will not be able to attend Camp. Other symptoms will be monitored on a case-by-case basis.

Upon arrival at Camp, staff will conduct a physical check of campers' feet and scalp. If the camper is found to have lice or ringworm Camp staff will notify the parent/guardian and the camper will need to be picked up. If the camper is found to have athlete's foot, it will be monitored. (HW.6)

## Meals/Dietary Restrictions

Balanced meals are planned and served by food service professionals. Campers eat buffet-style meals in the dining hall. Vegetarian meals are prepared for vegetarian staff and campers. 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. Please contact the Camp Office to discuss further dietary concerns or accommodations.

## Overnight Camp Packing List

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

<p><b>For Daily Use:</b></p> <ul style="list-style-type: none"><li>• Water bottle (required)</li><li>• Short-sleeved t-shirts (5)</li><li>• Shorts (3-4 pairs)</li><li>• Long-Sleeved Shirt, Sweatshirt, or light jacket (1-2)</li><li>• Sturdy Shoes (sneakers) are strongly recommended</li><li>• Crocs or sandals with a back strap are allowed, but cannot be worn for all activities like the High Challenge Course- please ensure your camper brings one pair of sneakers</li><li>• Socks and underwear (7 sets)</li><li>• Pajamas (1-2)</li><li>• Jeans/pants (2 pairs)</li><li>• Sleeping Bag or sheets/blanket</li><li>• Pillow and pillowcase</li><li>• <b><u>Medication in original container</u></b></li></ul> <p><b>For Outdoors:</b></p> <ul style="list-style-type: none"><li>• Insect Repellant</li><li>• Sunscreen</li><li>• Swimsuit &amp; Pool Towel</li><li>• Flashlight</li><li>• Hat or Sun Visor (optional)</li><li>• Sunglasses (optional)</li><li>• Raincoat/poncho (optional)</li></ul>	<p><b>For Hygiene:</b></p> <ul style="list-style-type: none"><li>• Bath towel and washcloth</li><li>• Soap in a plastic baggie</li><li>• Comb/brush</li><li>• Toothbrush &amp; Toothpaste</li><li>• Shampoo/conditioner</li><li>• Deodorant</li><li>• Optional shoes for shower (flip flops)</li></ul> <p><b>Do NOT Bring:</b></p> <ul style="list-style-type: none"><li>• Electronics including cell phones, iPods, tablets, or gaming devices</li><li>• Valuables such as jewelry or family heirlooms</li><li>• Weapons of any kind or any item to be used for harm (AD.16.1)</li><li>• Alcohol, cigarettes/tobacco products, vapes/vaping supplies, or illegal substances (AD.16.1)</li><li>• Personal sports equipment, pets, or cars * (AD.16.1)</li></ul> <p>*See our policy on campers driving themselves above in the <i>Arrival/Departure by Car</i> section</p>
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