



Camp
Whitcomb/Mason



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

2024 Overnight Camp Parent/Guardian Handbook

Updated February 2024

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

Dear Camp Whitcomb/Mason Parents & Guardians,

Thank you for choosing Camp Whitcomb/Mason for your camper'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 an affinity to nature through our hiking trails and boat rides while nurturing friendships by working with fellow cabin mates during 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 pre-season training program to ensure the best possible care for campers while at Camp. All Camp staff also pass a background check prior to their 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 have 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)

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.

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! Bus routes are determined by need each week, so the routes do change. Your camper may be at the last pick-up location and the bus may arrive around 8:45am. Please allow for a range of time for pick-up, or work with the Club staff if you are unable to stay the whole time.

Camp Whitcomb/Mason will have trained staff members called Bus Captains with each bus/van. If your camper is not feeling well, you should keep them at 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 medications, phones, and money for the Camp Store/Concessions. (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 welcome to call the Camp office at 262-538-1190 to inquire about transportation. (AD.5) Each bus will have 12-3 drop-off stops, so please understand your camper could be dropped off during a range of time such as 2:00pm-3:00pm.

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

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| <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 2. Follow Hwy K through Monches 3. Go past Hwy E 4. Take the next right which is Camp Whitcomb Road <p>Camp Whitcomb/Mason entrance will be 1 mile on the left</p> |
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From Northwestern Wisconsin

1. Take Hwy 60 to Hwy K south (downtown Hartford)

Arrival/Departure by Car:

Campers should arrive at Camp between 9:30-10:00 a.m. on Monday and be picked up between 1:30-2:00 p.m. on Friday. Camp will not allow campers to be dropped off before 9:30am on Monday, but you are able to wait in your car for drop-off to begin. Upon arrival at Camp, a Camp staff member will greet you and have you park in the Big Field. The camper will exit the vehicle and grab all their luggage with Camp staff assistance. This is when you will say goodbye to your camper. The camp staff will lead the camper to the health screen area, and after the health screen, they will join their counselors. Please have all the 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 by 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/Milwaukee Resident Fees

BGCGM members must pay their Camp fee in full at the 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 two weeks 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 two weeks prior to your Camp session.

Refunds and Changes

We understand that circumstances can change. Payments become 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 or payment.

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 a 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.

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 & Concessions

Campers will have the opportunity to shop in our Camp Store/Trading Post on Friday morning. **NEW this year, overnight campers will also have the opportunity to purchase concessions stand snacks and treats on Tuesdays and Thursdays. Our concession items range from \$.50 - \$3.00. Trading post items range in price from \$.50 - \$25.00.**

If you selected a dollar amount for the Trading Post/Concessions 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. All campers will receive a 2023 Camp T-shirt during their first session at Camp. 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 taken and kept in the office until Friday when the camper goes home. Please ensure you do not promise your camper that they can call you at any time, as we cannot always keep those promises. Please help them work through their homesickness by sending them with a journal, telling them they can chat with their counselors, and encourage them to meet new friends.

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. **Any emails received by 10am will be given to your camper that same day, Tuesday through Thursday only.**

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.

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!

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.

7:00 a.m.	Rise & Shine / Optional "Polar Bear" Swim
8:00 a.m.	Breakfast
9:15 a.m.	Cabin Time
9:30 a.m.	Activity 1
10:30 a.m.	Activity 2
11:30 p.m.	Activity 3
12:30 p.m.	Lunch
1:15 p.m.	Rest Period
2:20 p.m.	Activity 4
3:20 p.m.	Activity 5
4:20 p.m.	Activity 6
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 referrals 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 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 and rest. The Health Coordinator will administer approved over-the-counter medications as needed. Camp will notify parents/guardians if a camper has a temperature over 100.4 degrees F, illness lasting over 6 hours, signs of infection, and any situation in which we consult our on-call physician. If the camper's symptoms are deemed necessary, we will make arrangements with you to pick up your ill camper. (HW.8.1)

If campers have been exposed to a contagious disease such as chicken pox strep throat or pink eye 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 degrees F, 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. For pills it works best to send only the amount of medication your child needs for their time at camp. 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 (inhalers are the exception. No box needed). 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.

Upon arrival at Camp, staff will conduct a temperature check and 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. Children who are ill upon arrival at camp will need to be picked up. (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. 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.

Overnight Camp Packing List

Please label your camper’s items to assist with minimizing Lost & Found

<p>For Daily Use:</p> <ul style="list-style-type: none">• Water bottle (required)• Short-sleeved t-shirts (5)• Shorts (3-4 pairs)• Long-Sleeved Shirt, Sweatshirt, or light jacket (1-2)• Sturdy Shoes (sneakers)• Socks and underwear (7 sets)• Pajamas (1-2)• Athletic Shoes <u>OR</u> Sandals with backstraps (footwear must have a back and be strapped to your foot)• Jeans/pants (2 pairs)• Sleeping Bag or sheets/blanket• Pillow and pillowcase• Backpack or bag to carry personal items around camp• <u>Medication in original container if needed</u> <p>For Outdoors:</p> <ul style="list-style-type: none">• Insect Repellant• Sunscreen• Swimsuit & Pool Towel• Flashlight (optional)• Hat or Sun Visor (optional)• Sunglasses (optional)• Raincoat/poncho (optional)	<p>For Hygiene:</p> <ul style="list-style-type: none">• Bath towel and washcloth• Soap in a plastic baggie• Comb/brush• Toothbrush & Toothpaste• Shampoo/conditioner• Deodorant• Optional shoes for shower (flip flops) <p>Do NOT Bring:</p> <ul style="list-style-type: none">• Electronics including cell phones, iPods, tablets, or gaming devices• Valuables such as jewelry or family heirlooms• Weapons of any kind or any item to be used for harm (AD.16.1)• Alcohol, tobacco products or illegal substances (AD.16.1)• Personal sports equipment, pets, or cars * (AD.16.1) <p>*See our policy on campers driving themselves above in the <i>Arrival/Departure by Car</i> section</p>
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