

Camp Whitley

on Troy Cedar Lake

Summer Camp

NEW

Parents' Guide

Camp Whitley, 4305 W. Camp Whitley, Rd., Columbia City, IN 46725 (260) 799-5587

Dear Parent,

Thank you for choosing Camp Whitley as your child's summer camp. This Parents' Guide will allow you to become familiar with Camp Whitley and help prepare for your child's experience. Reading through this guide with your child is important and should answer most questions you may have about Camp Whitley and your child's week here.

Please hold onto this guide as it has important information for before and during your child's camp experience. **Be sure to read over the information with your camper, so they are informed of their camping experience, too!**



Mission Statement

Camp Whitley is dedicated to character development, outdoor recreation, sportsmanship, and leadership enhancements for campers, staff and community.

Camp Whitley provides an opportunity for children to have positive interaction with peers and adult staff. These relationships support our commitment to the value of youth.

Camp Whitley provides an environment that fosters a healthy atmosphere, encourages positive self-images, and promotes independence with old-fashioned fun.

Camp Whitley truly makes memories for a lifetime!!

Arriving at Camp Whitley

We encourage parents to bring their children to Camp Whitley. This provides an opportunity for you to meet your child's counselors and the Camp staff, and see Camp Whitley's facilities. Registration is between 3:00 – 5:00 p.m. on the first day of each session. **We encourage only first time campers and parents to arrive between 3:00-4:00, and returning campers to arrive between 4:00-5:00.** We will have specific information to give first time campers, and arriving at the designated time will allow us to work with you and your camper more personally. We want the new campers and the parents to feel comfortable and confident with the week's stay at Camp and want to devote the time to make that happen. However, our programming will start promptly at 5:00 and arriving late may intervene with the time we can spend with you and your camper. Camp Whitley will close to the public at 5:00, and at that time, we ask that all parents ensure goodbyes have been said.

Upon arriving at Camp, you will need to register in the Lodge (the large red building on the right at the end of the lane.) Once you have your child's cabin and team assignment, our staff will be happy to assist you in getting your child settled in his/her cabin and getting personal belongings to the Shower House and Boat House. There will be specific information we will need to go over with first-time campers and parents in the Lodge, as well. Organized tours and activities will be available for the campers. You are welcome to stay until 5:00 p.m., but please rest assured that the staff is excited to get to know our campers and the transition to camp is made easier if parents allow the campers to begin to acquaint themselves to other campers (particularly within their cabins) and with the staff.

The following items will need to be provided for registration on this day: any outstanding balance will need to be paid and all medication will need to be submitted in original bottles and placed in a clear plastic bag with camper's name written in black marker.

Homesickness

Going away to camp for a week can be a challenging experience for a child of any age. Short-term separation from parents and learning independence are parts of growing up. A few children have some difficulty coping with the many changes that come with going away to camp. This anxiety is perfectly normal – it happens commonly.

We would like to ask your help in counseling your children prior to camp. Let them know that you have confidence in their ability to cope with the new life-style at camp. Focus on the positive aspects of camp: the new friends they'll make, the activities they will enjoy, the counselors they will look up to, and how proud you will be of them when they succeed.

Once at camp, our staff will apply the greatest homesick cure known: keep campers busy having so much fun that they will not often think of missing home. Should a child still experience homesickness, the counselors are extensively trained in working a camper "out of" their homesickness. We will not automatically contact a parent should a camper become homesick. We feel it is very important to work with the camper so they realize their inner strength in overcoming and handling this aspect of being away from home – this is one of the growing experiences of summer camp. We will encourage the camper to become involved in all the activities, provide one-on-one talks with the camper's counselors (personal time with a role model often eases the child's anxieties about being away from home), and build the camper's confidence with each passing day.

We do encourage letters from home as a way of communicating with your child. Because phone conversations, and certainly parental visits, tend to trigger anxieties, we do not permit campers to call home or receive calls or visitors. Any phone contact to parents will only be made by Camp Whitley staff. Positive, supportive letters mailed from home let your child hear from you in a constructive manner. You may even wish to mail your letter a few days in advance to make sure it arrives while your child is at camp.

Keeping in Touch

Camp Whitley's mailing address is:

**Camper's Name
Camp Whitley
4305 W. Camp Whitley Rd.
Columbia City, IN 46725**

Campers love to receive mail and are encouraged to write home. Sending envelopes (pre-stamped) or postcards that are self-addressed will assist the staff in ensuring that you receive your mail from your camper in a timely manner. When sending mail, please allow at least two days (if outside of Columbia City please allow 3-5 days) for it to arrive at camp. **Please do not send packages with food or candy in them.** Camp Whitley is in an outdoor, natural setting, and food in the cabins is simply an invitation for ants or rodents to come in!

In case of an emergency, please contact Camp Whitley Director, **Morgan von Seggern**, at (260) 799-5587. We do not have a full-time office staff, but we do have an answering machine, so your call will be returned as soon as possible. Please understand that the best time to reach Morgan would be during the meal times, as she will be in the buildings where the phones are. Those times are: 8:00 – 9:00 a.m., 12:00-1:00 p.m., or 5:30-6:30 p.m.

Behavior at Camp

The staff at Camp Whitley are in the business of having fun with children not of disciplining children. Attending Camp Whitley should be looked at as a privilege that you, as a parent/guardian, have chosen for your child. Our staff will make every attempt to provide positive, realistic expectations and guidelines for our campers. **All campers prior to admission to Camp Whitley, must sign the Camper Code of Conduct (included with this guide)**, indicating that they will abide by the guidelines of Camp Whitley. For many children this is the first time they have signed a contract, and is a good opportunity for you and your child to discuss good behavior at Camp Whitley. **Campers that cannot live within the camp rules, or are adversely affecting the experience for our other campers, will be**

dismissed without a refund. In these rare instances it is the responsibility of parents to pick up their child from camp, or arrange for someone else to pick them up, within 1 hour of the initial phone call requesting your camper leave camp. Please note that we will work with campers who may make poor choices with their interactions with other campers, but if the behavior is habitual and/or a serious infraction, we will not put other campers or staff at risk nor will we allow poor behavior choices of one camper to destroy fond memories of Camp Whitley for other campers. Please be sure you spend time with your child explaining the Camp Whitley Camper Code of Conduct, and you and your child will both need to **sign the Code of Conduct contract and return it at least ONE week prior to attendance at Camp.** (It is found on the back of the health form).

Confirmation of Camper's Session

Along with this Parent's Guide, you will receive your invoice and receipt for your initial registration payment. This is your confirmation that your child's registration has been received and is registered for the week listed. If there is a concern regarding the session listed or the amount of payment expected to be paid prior to camper's week of attendance, please be sure to email campwhitley1928@gmail.com before **June 11** and (260) 799-5587 after **June 11**.

Cabin Assignments

Camp Whitley schedules its weeks according to age groups, and we will attempt to place campers of like ages in the same cabins, when possible. We allow each camper to make **ONE** cabin mate request. We do not guarantee, but we will make every effort to honor the requests if they are **mutual**. Certainly an important aspect of the camp experience is meeting and making new friends. Our staff is trained to build unity within the cabin and team groups. **Cabin changes are not possible once camp begins, and will not be honored at registration as this creates confusion in the check in process.**

Health Care at Camp

All staff members at Camp Whitley are trained and certified in CPR techniques and basic and emergency first aid. Should a camper have a minor injury (scrapes, scratches, etc.) the staff member will treat the injury appropriately. If a camper becomes ill (headache, stomach ache, etc.), the camper will be allowed to stay in their own cabin to rest for a reasonable amount of time. If the camper does not seem to respond to rest and basic aid, it may be deemed necessary to contact the parents to pick up the ill camper. We would definitely invite any ill camper back to camp, should (s)he feel better later in the week.

In case of injury or illness, the staff will take the necessary measures to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you as a parent for your instructions, calling local emergency care providers (we do have a visiting nurse and nurse on call program in place), or transporting the camper to a doctor or emergency facility when necessary (parent contact will be made if this is necessary.)

It is very important that you provide us with complete emergency contact information. Should an injury occur that requires more than basic first aid, we will make every attempt to contact you prior to treatment. In the event that you cannot be reached, we will have your written consent for treatment on file (in Health History Form).

Departing Camp

All parents and families are invited to watch the campers compete in the Water Derby held at 10:00 a.m. on the Saturday morning of each session. Immediately following the Water Derby will be the Awards Ceremony. Camp Whitley will close to the public at 12:30 p.m. to prepare for the next session. Please arrange for your child to be picked up no later than 12:30 p.m. **You may begin arriving Saturday morning no earlier than 9:30 a.m.**

What to Bring List

We have compiled the following list as a guide for your preparation and packing. It is very important that you clearly mark all clothing and equipment with the camper's name. **Camp Whitley is not responsible for damaged or lost personal articles or unmarked items, so, please leave valuables at home and label everything!!**

Required Items:

Sleeping bag/pillow
1-2 pairs long pants
2 sweatshirts
6 changes of clothing
(i.e. shorts & t-shirts)
Swim suit(s)
6 pr. Underwear/socks
Light jacket
1-2 prs. sneakers
Pajamas
Towels – 1 bath, 1 beach
Toiletry items: soap, comb/
brush, shampoo, toothbrush,
toothpaste, washcloth(s)
Sunscreen (easy for camper to
apply him/herself)
Flashlight
Insect Repellent
Watershoes/flip flops
(must be worn in the Shower House)

Optional Items:

Sheets/light blanket
Camera and film
Books, comic books
Notebooks, journals
Stationery (pre-stamped)
Chapstick, moisturizer
Hat/cap with brim
Sunglasses
Personal hygiene items
Extra batteries
Writing utensils

Do Not Bring:

Radios, TVs
CD/DVD players
Gameboys, iPods
Cell phone/pagers
Knives/weapons
Sports equipment
Electrical equipment
(i.e. hair dryer, fans)
Money
Matches/Lighters
Fireworks
Spray Paint
Alcohol/Tobacco

Due to the water activities in which campers participate, female campers are asked to only bring one piece swim suits. Two-pieces WILL result in prohibition from participation

Medications

Do not pack any medications (including over-the-counter meds) in your child's luggage or bags.

All medication must be submitted upon registration to the Camp Whitley Director. Prescription drugs must be in the original containers with a licensed physician's instructions. Please place your packaged medications in a clearly labeled sack (Ziplock bags work well, with masking tape for label) with camper's name, dosage, and directions for administering. All prescription medications are administered by the Camp Whitley Director under your doctor's written orders. Unused medications and/or empty bottles and packages will be returned to the camper on Saturday morning at breakfast to be packed with his/her belongings.

Health History Form

(can obtain at www.campwhitley.com)

All campers are required to have a completed Health History Form which must be mailed to Camp Whitley one week prior to your child's first camp session. We cannot accept your camper without this form.

1. Complete all sections thoroughly on the first page and the Immunization History. Be sure to sign as parent or guardian on the bottom of the first page, and your child needs to sign there, as well.
2. Please have your physician fill out the appropriate section on the Health History Form **if your child has particular medical needs, or if your child will be on prescription medication while at Camp.** If your child has not had a health examination within the last 24 months, please schedule an appointment .
3. Mail completed Health History Form to:
Camp Whitley
4305 W. Camp Whitley Rd.
Columbia City, IN 46725

Should be received 1 week prior to attending camp with final payment.

Camp Store

You will have the opportunity to purchase extra Camp Whitley apparel and Memory Photos at the Camp Store during registration and after the Awards Ceremony on Saturday. We are updating our store and including lots of new Camp materials. Payment for Memory Photos is due at registration. Please contact us if you are interested in seeing store items prior to your child's week at Camp. The Camp Store is not open to campers during the week.

Refund Policy

- Deposits are not refundable under any circumstance. Deposits are transferable.
- In case of homesickness, dismissal, or voluntary withdrawal from camp, there will be no refund of any fees. Medical slips from a doctor stating the camper may not return to camp due to an injury or illness is necessary for a prorated refund .
- Refunds (less the deposit) will be provided if payment in full has been received 1 week prior to registration day, and at least 72 hours of notification are provided that the camper will not attend camp.

Camp Policies

Policy Manuals are available for viewing each Sunday.

Leave Policy: If you anticipate your child will be leaving camp during his/her session, the parent will need to sign a check-out sheet available on Registration Sunday in the Lodge. A child will not be allowed to leave the camp with anyone without consultation with the registering parent. If your child will be leaving the camp on Saturday with someone other than the registering parent, please provide that information at registration.

Telephone Policy: Camp Whitley adheres to a strict **no telephone** policy. If a child needs to call home a staff member will place the call. All emergencies should be directed to Morgan at 799-5587.

Visitation Policy: Camp Whitley also adheres to a strict no visitors policy. Visiting parents can create homesick issues for campers (not just your own). Should you find it necessary to bring your child something while at Camp, you will need to clear this with Morgan, prior to coming to Camp.

Personal Damage Policy: Any intentional damage done to the Camp facility or to campers' personal property is the financial responsibility of the registering parent.

Camp Whitley Checklist

In Advance:

- Schedule/complete a health examination for your child if (s)he has not had one in the past 24 months or if (s)he will be taking new prescription medication while in attendance at Camp Whitley.
- Complete and return the Health History Form (enclosed) one week prior to your child's camp session.
- Read over the Camp Whitley Camper Code of Conduct form (enclosed) with your child. Both parent and child should sign this and return it with Health History form at least ONE week prior to attendance.
- Confirm the camp session your child will be attending and the amount you have paid and still owe (to be paid 1 week prior to camper's week.) Confirmation sheet and invoice/receipt are mailed.
- Contact the Camp Director (Tara) with any questions. Prior to June 1st call (260) 609-2154. After June 1st call Camp at (260) 799-5587.

The Day You Leave:

- Bring the packed suitcase/bags, sleeping bag, etc. clearly marked with camper's name. Go over checklist one more time.
- Bring any medications, prescription or over-the-counter, packed separately to be given to the Director at registration on Sunday. All medications should be packed in a Ziplock bag with your child's name and instructions clearly written on the outside of the bag.
- Be sure to bring all receipts and confirmation sheet for verification.
- Payment for memory photos or cds will be collected at registration. Photos are \$4.00 each (3 for \$10) and cds are \$5.00.
- Remember the Camp Store will be open for purchases—Camp Whitley apparel is available.
- Although we do not prohibit bringing snacks and food items to camp, please be aware that we cannot police how much your child will eat in one sitting, often leading to upset stomachs. Snacks often invite insects and other animals into the cabins. Please consider this when packing snacks.

Insurance Information

Camp Whitley provides supplemental medical insurance on all campers. However, we do ask that all insurance information be correctly filled out on the Health History Form, and copies of insurance cards be provided. This will expedite the check-in process should we need to take your child to a hospital for emergency care.



**MAKING MEMORIES
FOR A LIFETIME !!**

Preparing Your Child for Camp

Please be sure that you have discussed the Camp Whitley Camper Code of Conduct with your camper. The staff of Camp Whitley wants to afford every camper the opportunity to make memories of a lifetime, and we believe we can do so successfully by following the Code of Conduct. If your child is a first-time camper, talk with them about the wonderful opportunity they have to meet new friends. By sharing the excitement of summer camp with your child, they will arrive with a positive and excited attitude and be open for all the growing experiences we will offer them. **Above all else, make sure your child knows the staff is here to assure his/her enjoyment and safety, but we cannot do that if we are not made aware of bothersome situations.**

Camp Whitley, Inc., a non-profit 501-© (3) Organization, owns Camp Whitley. The Whitley County Community Foundation serves as its fiscal agent. Board Members include: Tony Romano, Brian Bills, Jennifer Romano, Dick Buchanan, Emily Espich, Denise Hearld, Kristin Rentschler, and Bruce VandeZande.