2027 CAMP WHITLEY CAMPER GUIDE

"Making Memories to Last a Lifetime."

WELCOME!

Thank you for sending your camper to Camp Whitley this summer! This camper guide will familiarize you with Camp Whitley and help prepare your camper for this experience! Please read through this guide with your camper, as most questions are answered here.

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 your camper 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-image, and promotes independence with old- fashioned fun. Camp Whitley truly "makes memories for a lifetime."

PHILOSOPHY

Camp Whitley is committed to providing a safe, enjoyable, and exciting experience for all campers in our care. The opportunity to gain new skills through activity involvement, as well as life lessons from community living and staff guidance is a fundamental aspect of our philosophy. We strive to meet each camper's individual needs and provide an atmosphere whereby they can flourish.

CONTACT INFORMATION

Physical Address: 4305 W. Camp Whitley Rd., Columbia City, IN 46725
Off-season mailing address: PO Box 845, Columbia City, IN 46725
Summer camp phone ***(NOT monitored 24/7)***: 260-799-1587
Email: campwhitley1928@gmail.com
Messaging also available on social media!
Website: www.campwhitley.org

CAMP POLICIES

Refund Policy:

- Deposits are non-refundable, but they are transferable either to another camper in the same season, for the same camper in another session in the same season, or for the same camper in the following season.
- Refunds of registration fees outside the non-refundable deposit will be provided if withdrawal from camp occurs 1 week prior to the registered camp week.
- In the case of homesickness, high risk runaway campers, non-medical dismissal (such as fighting), or voluntary withdrawal from Camp, there will be no refunds.
- Medical slips from a doctor stating that the camper may not return due to an injury or illness will allow for a prorated refund of $30 per day. Doctor's notes must be turned in within 1 week of leaving camp.

Leave Policy:

If you anticipate your camper will be leaving camp during their session, you will need to contact the camp director. The camper will not be able to leave camp without the written consent of a registering parent/guardian. If your camper will be leaving Camp Saturday with someone other than the registering parent/guardian, please provide that information at registration and add the contact person to your child's ultracamp account.

Technology Policy:

Camp Whitley is a strictly unplugged camp, meaning cell phones, video games, ipads/ Chromebook/laptops, music playing devices, smart watches, etc. are not allowed at Camp. Emergency contact between you and your camper will go through our social media, email, or Director's cell. We encourage families to send mail as their main form of contact for the week. Be sure to send it right after you drop them off, or even a day before to ensure it arrives on time.

Clothing Policy:

All staff and campers are required to be "adventure ready" and safe. All campers must wear close-toed shoes, with the exception of the beach. Torso coverage is suggested to minimize sunburns, but all campers are able to wear swimsuits that they feel comfortable in.

CONFIRMING A SESSION

Camper registration and form submission will occur online. Our system will email you reminders to fill out forms and complete payment. After all forms are collected and you have paid in full, you will receive a confirmation email. You may also mail a check to our PO Box (listed on page 1). If you plan to request financial assistance, you must do so ASAP as it is a first come, first serve, basis. All other concerns and questions about registration and payment can be emailed to campwhitley1928@gmail.com.

CABIN ASSIGNMENTS

Camp Whitley schedules its weeks according to age groups. We will likely put campers of similar ages in the same cabin unless your camper has requested otherwise on their registration form. Each camper may choose ***ONE*** cabin mate request. We do not guarantee this but make every effort to honor this request if they are MUTUAL. Making new friends is an important aspect of camp, and our staff is trained to assist with this process. ***Cabin changes are only possible (not guaranteed) one week BEFORE the first day of camp.***

CAMP STORE

Camp Whitley has a virtual store where you can purchase additional clothing. The website is https://www.bonfire.com/store/camp-whitley/. We encourage campers to bring (or purchase on this link) a white clothing item, as tie dying is often done during camp. Please note that shipping times from Bonfire are lengthy, so please order early!

ARRIVAL

When parents/guardians drop off their campers, it allows for staff to meet the family, address concerns/questions, meet your camper's counselor, tour the facility, and set up their bunk. Check in is between 3-5 PM on the first day (Sunday) of each session.

We encourage first time campers to arrive between 3-4 PM and returning campers to arrive 4-5 PM. We have specific information to give to first time campers. Arriving at your designated time allows us to work with your family personally and allow you to feel comfortable and confident with the week's stay at Camp.

Our programming will start promptly at 5 PM. Arriving late may interfere with the time we can spend with you and your camper. All goodbyes must happen before 5 PM.

Upon entering Camp, you'll need to register in the Lodge (large red building on the right side of the drive when you enter). After you have your camper's cabin and team assignment, our staff will be happy to assist you in getting your camper settled in their cabin, Shower House, and Boat House.

Organized tours and activities will be available for campers. You are welcome to stay until 5 PM. Please rest assured that the staff is excited to get to know campers, and the transition is easier if parents allow campers to acquaint themselves with other campers (particularly in their cabin) and with staff.

HOMESICKNESS

Going away to camp for a week can be a challenging and rewarding experience for all ages. Short-term separation from parents and learning independence is a part of growing up. A few campers may have some difficulty coping with the many challenges that come with going away to camp. This anxiety is perfectly normal!

We ask for your help in preparing your camper ***before*** camp. Let them know that you have confidence in their ability to cope with the new lifestyle at camp. Focus on the positive aspects of camp: the new friends they'll make, the activities they'll enjoy, counselors they'll look up to, and how proud of them you'll be when they succeed.

Once at Camp, our staff will apply the greatest homesick cure known - keeping campers busy having so much fun that they forget about missing home! Should a camper still experience homesickness, the counselors are trained in helping a camper through this challenge. *We will not automatically contact you if your camper is homesick.* We feel it's important to work with the camper, so they realize their inner strength in overcoming and handling this aspect of being away from home. 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 anxieties about being away from home) and build the camper with confidence each passing day.

We do encourage letters from home as a way of communicating with your camper. Because phone conversations trigger anxieties, we do not permit campers to call home, receive calls, or have visitors while at camp. Visitors outside of the Board of Directors, staff, contracted maintenance companies, or scheduled guest speakers are not permitted on Camp Whitley grounds throughout the week unless there is permission from the Camp Director. Positive, supportive letters mailed from home let your camper hear from you in a constructive manner. Please consider the USPS delivery time when mailing your letter/package. Campers are encouraged to send letters home, so please send your camper with self-addressed envelopes.

CAMPER BEHAVIOR

The staff at Camp Whitley are in the business of having fun. Attending Camp Whitley should be looked at as a privilege that you have chosen for your camper. Our staff will make every attempt to provide positive, realistic expectations and guidelines for our campers. Prior to admission to Camp Whitley, all campers must review and sign the Camper Code of Conduct indicating that they will abide by the guidelines of Camp Whitley. For many campers, this is the first time they have signed a contract, so this is a great opportunity to discuss good behavior at Camp.

Camp behavior and disciplinary action will be addressed on a case-by-case basis, but has the possibility of sending the camper home without refund. This is primarily the Director's choice as they will prioritize the physical and emotional safety and experience of other campers that choose to follow Camp rules. These instances are rare, as counselors are trained to intervene ***before*** serious incidents occur. Should a camper need to be sent home, the parent/guardian will be contacted and must be picked up within 1 hour. ***It's crucial that you spend time with your camper explaining the Camp Whitley Camper Code of Conduct.***

HEALTH CARE AT CAMP

Each Staff Member at Camp Whitely has a minimum certification in CPR. Other certifications include lifeguarding, First Aid, AED operation, QPR, etc. These certifications vary based on individual staff members for the Camp season. Staff, board members, and volunteers interacting with campers are all background checked. You are welcome to contact us with any questions about our staff for the year.

Should a camper have a minor injury (scrapes, minor sunburn, etc.) staff will treat appropriately and document it. You are able to request this documentation at the end of the week. If a camper becomes ill (headache, stomach ache, etc.) the camper will be able to rest in our infirmary for an appropriate amount of time. If the camper does not respond to basic aid, staff may contact you to pick up the camper. We invite ill campers back to camp, should they feel better later in the week and have a doctor's note.

HEALTH CARE AT CAMP

In case of injury or illness, the staff will take necessary measures to ensure proper emergency care which may include: treatment by staff for minor injuries, phoning emergency contacts, calling emergency responders, contacting our off-site camp nurse, or transporting the camper to a doctor or emergency facility (listed emergency contact must consent to this first).

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 on the Health History Form.

INSURANCE INFORMATION

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

MEDICATIONS

Do not pack any medications or vitamins (including over-the-counter meds) in your camper's luggage. All medications must be submitted upon registration to the Camp Director. Prescription drugs must be in the original container with a licensed physician's instructions. Place the medication in a clear, sealable bag with the camper's name written in black marker. Camper's name, dosage, and directions must be clear. Medications will be returned to you at pickup. Some basic over-the-counter medications are available at Camp. You will be contacted prior to your camper receiving any over-the-counter medication.

DEPARTING CAMP

All families are invited to watch the campers Award Ceremony held at 10 AM on the Saturday morning of each session. Camp Whitley will close to the public at 12 PM (noon) to prepare for the next session. Please arrange for your camper to be leaving Camp Whitley no later than this time. You may begin pickup Saturday morning no earlier than 9:30 AM.

IN ADVANCE

- Schedule/complete health exam for your camper if they have not had one in the past 24 months or if they will be taking new prescription medications while at Camp
- Review Camper Code of Conduct with your camper so that they are aware of our expectations
- Prepare your camper for a week away to mitigate homesickness
- Confirm that you have paid your camp fees
- Confirm that you have submitted all required documents and forms

THE DAY YOU ARRIVE AT CAMP

- Bring packed bags clearly marked with camper's name
- Add your camper's name to all items (clothes, towels, water bottle, etc.) as we often end up with a large lost & found pile at the end of each week!
- Pack medications in a clear, sealable bag with camper's name on it
- Medication must be in the original bottle with name, dose, and instructions
- Bring registration confirmation
- While we do not prohibit sending your camper with snacks, please be aware that we cannot monitor this food 24/7. Consuming too much can lead to upset stomachs, and there is the chance for cabin mate conflict. There is also the risk of attracting pests. Please consider this when packing snacks. Do not pack snacks containing nuts as we often have campers with severe allergies.

WHAT TO PACK

Required:

- Sleeping bag
- Pillow
- 2 pairs long pants
- 2 sweatshirts
- 6 changes of clothing (shirt/shorts)
- Close-toed shoes
- Swimsuit(s)
- 6 pairs underwear and socks
- Light jacket
- Pajamas
- 1 beach towel
- 1 bath towel
- Toiletries: soap, brush, shampoo, washcloth, toothbrush, toothpaste
- Sunscreen that's easy for campers to apply themselves
- Flashlight
- Insect repellent
- Water shoes/flip flops
- Hamper or bag for dirty laundry
- Insulated reusable water bottle (with camper's name)!!!

Optional:

- Sheets/light blanket
- Camera and film (Remember, no cell phones! For a rechargeable camera, there is only one outlet in the cabin, so film is best!)
- Notebook/journal/ books
- White shirt to tie dye
- Self-addressed envelopes
- Chapstick/lotion
- Hat/sunglasses
- Lifejacket
- Fishing gear

DO NOT BRING:

- Medications (prescription and over-the-counter) to be given to Nurse at Check In - not packed in camper's belongings
- Technology (radios, TVs, CD/DVD players, video games, iPods/music playing devices, cell phones, laptop/Chromebook/iPad)
- Weapons
- Fireworks
- Sports equipment
- Illegal substances
- Electrical equipment (plug in fans, hair dryer)
- Money
- Matches or lighters
- Spray paint
- Scissors
- Sewing needles, or needles of any kind
- Food containing nuts
- Energy Drinks