



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# 2025 Day Camp

## Parent and Camper Handbook

Hello Day Camp Families!

There is no place like Camp Jorn – a home away from home where kids laugh, learn, explore, and grow in the outdoors, while creating memories and friendships that last a lifetime. Our mission is building character, confidence, and community through enriching outdoor experiences.

At Camp Jorn, caring and professional role models are committed to helping kids build confidence and character. Our highly trained staff helps campers realize that the Y is a place where they can be themselves while trying new things, building new skills and making new friends.

Parents look to the Camp Jorn YMCA for a safe and secure environment where children can learn practical social skills and develop positive values. To ensure the well-being of each child, we review our health and safety policies on an ongoing basis. Our staff-to-child ratio also allows our staff to give each camper the attention and guidance necessary to create a positive and safe environment.

We look forward to a summer that will create memories for your child that last a lifetime! Please do not hesitate to contact me with any questions you may have! See you this summer!

Stef Coxon  
Day Camp Director  
[stefania.coxon@campjornymca.org](mailto:stefania.coxon@campjornymca.org)  
(715) 543-8808

## Camp Jorn YMCA Goals & Objectives

The goal of our summer camp is to experience personal growth while engaging in challenging activities and developing a sense of community. This experience is rooted in our core values of caring, honesty, respect, responsibility, and personal growth. At Camp Jorn, you will develop growth in our core values, build new and lasting friendships, develop skills in our activity areas, and grow socially within our camp community.

Camp Jorn YMCA's goals, objectives & indicators are:

1. Campers will develop personal growth and higher sense of self while engaging in challenging activities that promote positive risk taking, independence, and opportunity for success
  - a. Campers select activities as a group for designated cabin activity times
  - b. Each camper will participate in at least two activities during the day that will personally challenge the camper - such as a chosen cabin activity, hiking, swimming, etc.
  - c. Campers will have the opportunity to learn one new skill at camp while being given the resources and tools to become successful.
  
2. Campers will learn to make and maintain positive relationships with their peers and friends while building a sense of community
  - a. Each camper will be assigned to a group based on age. Within these groups, campers will be part of community-making decisions and keeping the areas used during the day clean and organized
  - b. Each camper will participate in a democratic decision-making process in his or her group through cabin activity choices
  - c. Each camper will have the opportunity to create life lasting friendships and positive relationships with others.
  
3. Campers will learn the YMCA core values to help them become positive well-rounded Individuals
  - a. Honesty: Campers will be taught the value of honesty while at camp, to speak and act with sincerity, truthfulness, fairness and integrity.
  - b. Respect: Campers will be taught the meaning of respect, to show consideration for self, others and the environment
  - c. Caring: Campers will be shown how to care for themselves and others, to provide compassion and understanding and to recognize the goodness in others
  - d. Responsibility: Campers will experience responsibility for themselves, their actions, their belongings, and camp property. They will be taught to do what is right, to be accountable for your behavior and obligations, to persevere to completion
  - e. Personal Growth: Campers will learn to develop in the four personal competencies compassion, contribution, commitment, and character – in order to discover and to be our best selves

## **Bullying**

Please read the anti-bullying contract with your child. This form **MUST** be signed by each participant's parent/guardian and returned to the director. **We take bullying very seriously at Camp Jorn and will not tolerate bully-like behavior. Thanks for your support!**

Camp staff is trained in behavior management techniques, including positive guidance, redirection, and the setting of clear limits and expectations. Our intent is for your camper to have a very positive experience at camp. With your support, we will ensure that everyone has a great summer. Behavior that disrupts programming, endangers self or others, disrespects property or individuals, or requires repeated one-to-one attention may result in the camper being suspended and/or expelled from Camp Jorn. Any disciplinary action taken will relate directly to the child's action, not personality and will be handled in a timely manner. No physical punishment, humiliation, scare tactics, or controlling measures will be used by our staff.

### **Discipline Policy:**

- Every Camp Jorn participant shall be responsible for conducting themselves in such a way as to follow the Y's core values of RESPECT, RESPONSIBILITY, CARING, and HONESTY. All while respecting the rights of others and assisting in the creation of a bully-free environment.

### **Definition of Bullying**

#### **Physical Bullying:**

- Hitting, kicking, punching someone, or any unwanted physical contact OR threatening to do so
- Stealing, hiding, or destruction of other's property
- Making someone do things they do not want to do

#### **Verbal Bullying:**

- Name calling or use of demeaning words
- Teasing/Taunting
- Insulting of any kind, including but not limited to: discrimination, racial slurs, abusive or offensive remarks, slander (i.e., regarding weight, appearance, race, gender, homophobia, etc.)

#### **Relationship Bullying:**

- Refusing to talk to someone
- Intentionally excluding others
- Spreading lies/rumors

Bullying means any intentional electronic, written, verbal, or physical act directed at a child-or group of children. This act of bullying is severe, persistent and pervasive or is enough to make someone feel uncomfortable at any time. This behavior is such that it affects any of the following:

- substantially interferes with a child enjoying the full benefit of the program, including

affecting a child's confidence or insecurities or causing undue stress, anxiety, fear, etc.

- creates a threatening or unsafe environment
- disrupts the operation of a program or the Y facility.

**If a child exhibits one or more of these behaviors, the following consequences may occur:**

- Verbal warning given to child and parents/guardians.
- Behavior Report filled out that must be signed by parent/guardian
- After receiving three written reports, or anytime a behavior infraction is deemed severe enough, the child may be suspended from the program for one day up to the remainder of that session
- Permanent removal from the program can occur for severe infractions, or continued infractions without improvement. After a previous suspension there is a no tolerance policy evoked, and will call for removal for the remainder of the summer



## 2025 Day Camp Dates & Rates

**Day Camp Traditional & Rest Lake Legends Sessions:** Feel free to sign up for one week, or the whole summer! Due to the comprehensive scheduling of staff, activities, and materials, fees will not be adjusted or refunded for any reason.

**Traditional Weekly Rate: \$275**

**Rest Lake Legends Weekly Rate: \$300**

Session 1: June 16-20

Session 2: June 23-27

Session 3: June 30-July 2 (No Camp on July 4th or 5th) \*\*Fee will be adjusted for the week of the 4th of July

Session 4: July 7-11

Session 5: July 14-18

Session 6: July 21-25

Session 7: July 28-August 1

Session 8: August 4-8

### Packing List

We suggest that you put first and last names on all the items that your camper brings. Camp is a place where kids get DIRTY!!!! Please send your camper in clothing that is inexpensive but comfortable. Please send a daily change of clothes including shorts or pants, an extra T-shirt, socks, shoes, and underwear.

- Backpack to hold personal items
- Water bottle with name on it If your camper needs a water bottle, Camp Jorn will supply one for the cost of one from the camp store. Please label your camper's water bottle with their name.
- Closed-toed shoes or athletic sandals are recommended. Campers who wish to participate in archery must have closed-toed shoes. **\*\*NO SLIDES OR FLIP FLOPS PLEASE!**
- Long pants when cool
- Swimsuit & towel (each day)
- Sunscreen & insect repellent
- Raincoat
- Long pants and a sweater, sweatshirt, or light jacket when cool
- Book or quiet activity

**Items to NOT bring: (Camp Jorn is not responsible for lost or stolen property)** Please check your child's backpack to ensure these items are kept at home. Thank you!

- Electronics: tablets, phones, music devices, etc.
- Valuables, toys, Pokémon cards, rubber band kits, art kits with sewing needles
- Animals/Pets
- Candy/Soft Drinks **\*\*NO NUT PRODUCTS OF ANY KIND!**
- Any items containing nicotine (e-cigarettes, vapes, tobacco chew, cigarettes etc.), lighters, illegal drugs, Controlled substances, or alcohol. If a camper is found in possession of any of these items, parents/guardians are responsible and will have to pick

up the child immediately. Clothing with alcohol, tobacco, drugs, sexual content, or inappropriate language will not be permitted!

## 2025 Day Camp Specialty Dates & Rates

Day Camp Specialty Sessions: Camper's must register for the entire week!		
<b>Fishing Specialty Week: June 16-20</b>	During Fishing Week, the day campers will spend the morning fishing for pikes, crappies, walleye and more on our very own Rest Lake. Campers will learn basic fishing skills like tying lines, baiting hooks, casting, & reeling in a "big one," while creating empowering memories! More advanced campers will improve their skills and become leaders by teaching others. We will share the joy of fishing with youth while teaching them the value of patience. Campers will also take part in traditional Camp Jorn activities throughout the day.	<b>Weekly Rate: \$375</b>
<b>Art/Drama Specialty Week: June 23-June 27</b>	Calling all future stars! Performing Arts Specialty campers will be deeply immersed in different avenues of Drama, Music, and Dance throughout the session. Campers will build skills in improv, script writing and reading, basic percussion, guitar & singing, body awareness, coordination, musicality, and more! This program will encourage creativity, confidence and self-expression in campers who show a passion for the arts. Extended time in an intimate group will allow campers to develop an original performance to share with the whole camp at the end of the session! Campers will also take part in traditional Camp Jorn activities throughout the day.	<b>Weekly Rate: \$350</b>
<b>Basketball Specialty Week: July 7-11</b>	Hoop it up at Camp Jorn! This camp is for those who have never touched a basketball before, others who have a dream of going pro and everything in between! Skill development is a crucial part of this 5-day specialty session, but even more importantly, healthy competition and FUN. Campers will be led by collegiate level basketball players who are beyond passionate about the game. All campers will receive positive coaching in methods to improve their skills along with exciting ways to challenge themselves against fellow athletes. Beginners will walk away with the fundamentals of basketball under their belts and even better, a newfound joy for the game, while experienced ballers will improve and fine tune their shots, handles, passes, and more! Defense wins games and our spirited staff will implement creative ways to increase campers' defensive skills. Every day will cover new skills and new competitions, including shooting hoops in nontraditional ways, such as in the LAKE!	<b>Weekly Rate: \$350</b>
<b>Soccer Specialty Week: July 28-August 1</b>	Soccer lovers, this is for you! Open to total beginners, future pros and everyone in-between. With CJ's new soccer goals, Soccer Specialty campers will spend time each day developing	<b>Weekly Rate: \$350</b>

	<p>and strengthening their soccer skills, including dribbling, passing, ball control, shooting, and soccer IQ. Campers will be led by passionate collegiate-level soccer players, with a focus on skill development, teamwork and FUN! Each day will bring exciting new challenges like competitive drills, small-sided games, World Cup, 11v11, silliness with our 6-foot inflatable soccer ball, and more. Beginners will develop confidence in the fundamentals, while experienced players will walk away with fine-tuned skills and a renewed sense of joy for the game!</p>	
<p><b>Fishing Specialty Week: August 4-9</b></p>	<p>During Fishing Week, the day campers will spend the morning fishing for pikes, crappies, walleye and more on our very own Rest Lake. Campers will learn basic fishing skills like tying lines, baiting hooks, casting, &amp; reeling in a "big one," while creating empowering memories! More advanced campers will improve their skills and become leaders by teaching others. We will share the joy of fishing with youth while teaching them the value of patience. Campers will also take part in traditional Camp Jorn activities throughout the day.</p>	<p><b>Weekly Rate: \$375</b></p>
<p><b>Waterski Specialty Week: August 4-9</b></p>	<p>Get ready for sunny days behind the boat on glassy Rest Lake! The CJ Water Skiing Specialty program is designed for adventurous campers with an interest in skiing who love spending time on the water. Extended skiing time each day will allow campers of any skill level to level up! Total beginners will learn to confidently get up on skis with great form, from the boom to the rope. More experienced campers may practice skiing doubles, slaloming, dock starts, or wake-to-wake jumps and aerial tricks. Advanced skiers may practice wakeboarding as well.</p> <p>This intimate group will allow campers 1-on-1 coaching to strengthen their technique through understanding of body position, timing and control. All of our CJ ski instructors and boat drivers are experienced skiers &amp; certified lifeguards committed to safety, professionalism and FUN! Our two state-of-the-art ski boats guarantee a memorable experience on the water. All ski equipment is stored and maintained properly with the highest degree of safety in mind. Campers will also take part in traditional Camp Jorn activities throughout the day.</p>	<p><b>Weekly Rate: \$425</b></p>

**Specialty camps: Please bring the items on the Traditional Camp packing list.** The following are additional items specific to the specialty program. If a program is not listed, please refer to the items on the general list of items to bring.

### 2025 Day Camp Over Night Options

**Day Camp Over Night Options/Campers must be 8+:** Take your Camp Jorn day to the next level! During Day Camp overnight, campers will get to experience what camp is at night through activities such as cookouts, night hikes, etc. Please note that campers must be registered for both Thursday and Friday to attend an overnight session. The fee for this additional option is \$55/child

Sessions	Description
<b>Overnight #1</b>	<p>Registration is capped at the first 15 children who sign up, as we will be camping in tents on FOX ISLAND.</p> <ul style="list-style-type: none"> <li>• Dinner will be served at 5:30 PM in the dining hall, followed by a tubing adventure!</li> <li>• At 7 PM, we will canoe to Fox Island.</li> <li>• From 8 to 10 PM, enjoy a campfire with s'mores and games on Fox Island.</li> </ul> <p>Campers will have breakfast and then join Day Camp for a full day of scheduled activities.</p>
<b>Overnight #2</b>	<p>Registration is capped at the first 15 children who sign up, as we will be camping in tents on FOX ISLAND.</p> <ul style="list-style-type: none"> <li>• Dinner will be served at 5:30 PM in the dining hall, followed by a tubing adventure!</li> <li>• At 7 PM, we will canoe to Fox Island.</li> <li>• From 8 to 10 PM, enjoy a campfire with s'mores and games on Fox Island.</li> </ul> <p>Campers will have breakfast and then join Day Camp for a full day of scheduled activities.</p>
<b>Overnight #3</b>	<p>Registration is capped at the first 15 children who sign up, as we will be camping in tents on FOX ISLAND.</p> <ul style="list-style-type: none"> <li>• Dinner will be served at 5:30 PM in the dining hall, followed by a tubing adventure!</li> <li>• At 7 PM, we will canoe to Fox Island.</li> <li>• From 8 to 10 PM, enjoy a campfire with s'mores and games on Fox Island.</li> </ul>



	Campers will have breakfast and then join Day Camp for a full day of scheduled activities.
<b>Day Camp Over Night Packing List</b>	
<p>We suggest that you put first and last names on all the items that your camper brings. • Backpack to hold personal items • Water bottle with name on it • Closed toed shoes • Long pants when cool • Extra clothing • Swimsuit &amp; towel • Sunscreen • Insect repellent • Raincoat • Sweater, Sweatshirt, or Light Jacket when cool • Sleeping Bag • Pajamas • Pillow • Toiletries (toothbrush, toothpaste, brush, etc.) • Clothes for the next day • feel free to bring a stuffed animal!</p> <p>Please email <a href="mailto:Jenn@Campjornymca.org">Jenn@Campjornymca.org</a> with any questions regarding overnight opportunities for your day camper!</p>	

<b>AVW Shuttle Service</b>	
<p>Bus transportation is offered from Arbor Vitae-Woodruff Elementary School (AV-W) at a rate of \$40 per child/per week. To choose this option for your camper, please complete the transportation form during the registration process. Camp staff will supervise campers during their journey to and from camp.</p> <p>Pick-up and drop-off details:</p> <ul style="list-style-type: none"> <li>• Location: Back parking lot at AV-W, 11065 Old 51 N, Woodruff, WI 54568</li> <li>• Shuttle loading begins at 7:10 AM, departing AV-W at 7:30 AM</li> <li>• The shuttle leaves Camp Jorn at 4:45 PM, returning to AV-W by 5:15 PM</li> </ul> <p>All campers must be picked up by 5:30 PM. Check-in and check-out will be conducted at the bus stop by Camp Jorn staff. It's essential for all campers using the shuttle to be pre-registered. Additionally, the "State of Wisconsin Transportation Permission-Child Care Centers" form must be completed and signed by a parent or guardian.</p>	

<b>Scholarships &amp; Other Resources</b>	
<b>Camp Jorn Scholarships</b>	<p>Camp Jorn Scholarships: We give scholarships to families of all shapes, sizes and income levels- so if you need assistance with the fee- please apply! We'll work with you to determine the scholarship amount that is right for your situation. If you wish to be considered for a scholarship, you must first fill out an online camper application, and return your <a href="#">Scholarship Application</a> with a \$50 refundable deposit per camper (Please note that this is not an extra fee. This amount is applied towards your overall camper balance). Once both forms have been received, we will call or email within 2 weeks to discuss your application.</p>
<b>Wisconsin Child Care Subsidy Program</b>	<p>Wisconsin's Child Care Subsidy program, Wisconsin Shares, helps families pay for childcare. If the parent is eligible, childcare can be subsidized for children under the age of 13.. Please note this program is available only to the Rest Lake Legends! <a href="#">Click here for more information!</a></p>

**Day Camp Required Forms:** Please be aware that all forms must be submitted by May 16th, 2025. If you fail to complete the necessary forms by this deadline, your registration may be forfeited. Registration will only be deemed complete once all required forms have been received. Attention returning campers: In accordance with DCF state regulations, we are required to update camper information on record annually. Even if there are no changes, it is essential to review and sign the existing forms we have on file.

- Health History & Emergency Care Plan
- Childcare Enrollment Form
- Childcare Immunization Record: Your child’s pediatrician can fax an updated copy of their immunization records to 608-901-0593.
- Transportation Permission for Child Care Centers: This state form must be completed for your child to use the AVW shuttle service.
- Summer 2025 Transportation Registration Form
- Bullying Contract: Camp Jorn enforces a strict no-bullying policy; please review this policy with your child.
- Authorization to Administer Medication for Childcare Centers: Please inform staff of any medical conditions or allergies, along with any necessary accommodations (e.g., EpiPen, inhaler) during drop-off. We will only administer life-saving medications (e.g., EpiPens and inhalers). All medications must be in their original containers and labeled with your child’s name and dosage. An Authorization to Administer Medication form must be completed.

**Day Camp Payment Options**

<b>Deposit</b>	Deposits are required to be paid via credit card at time of registration. A \$30 non-refundable deposit per week is due upon registration to guarantee your child’s enrollment and will be credited towards your balance.
<b>Pay As YouGo</b>	Feel free to pay at your leisure. We will automatically charge the card on file if an outstanding balance remains after 5 PM on May 30 <sup>th</sup> . Your camper will not be able to join us until your balance has been cleared. <b>DO NOT CHOOSE THIS OPTION AFTER May 30<sup>th</sup>.</b> Your card will automatically be charged in full.
<b>Installment Plan by Credit Card</b>	<ul style="list-style-type: none"> <li>• I authorize my credit card to be automatically charged equal installments on the dates listed below. Installment amounts are based on date of enrollment.</li> <li>• Installment plan #1 due 1/31/25</li> <li>• Installment plan #2 due 2/28/25</li> <li>• Installment plan #3 due 3/28/25</li> <li>• Installment plan #4 due 4/25/25</li> <li>• Final Payment due 5/30/25</li> </ul>

<b>Custom PaymentPlan</b>	<p>Parents may request a custom payment plan for campers attending 4 or more weeks of day camp. If your camper receives County Funding you should choose this option and contact our Registrar. Please note that if your campers' last day of camp is scheduled before the payment plan ends- your final payment will be due the Friday before their last scheduled week.</p> <p>INSTALLMENT 1 DUE 6/2/25 INSTALLMENT 2 DUE 6/16/25 INSTALLMENT 3 DUE 6/30/25 INSTALLMENT 4 DUE 7/14/25 INSTALLMENT 5 DUE 7/28/25</p>
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## Enrollment

- All campers must apply for enrollment into our summer 2025-day camp program online. After your application has been reviewed (within 3 working days) you will receive an email notification that your application has been approved/denied and will receive a copy of the day camp handbook and a packet containing your required forms.
- The entire online registration form, health form, enrollment form, and immunization record must be completed when registering for Summer Camp.
- Updating all information, including additional immunizations, changes in address, telephone numbers, pick up authorizations or family situation is the responsibility of the parent/caregiver.
- Enrollment is on a first-come, first-served basis.
- A \$30 non-refundable deposit per week is due upon registration to guarantee your child's enrollment and will be credited towards your balance.
- Deposits are nonrefundable but may be transferred to another week of camp based on availability!
- **Applications are limited and is based on availability; please apply early. Most day camp sessions are full by March!**

## Refunds/Cancellation/Changes Policy

We understand that things change in your life. Any changes that need to be made to your camp schedule need to be made in writing to our camp office. We will try to accommodate these changes based on availability. The \$30 deposit is non-refundable. The balance is refundable if cancelled at least 2 weeks before your camper's session start date. Exceptions may be made for medical reasons. Feel free to contact us with questions at any time. Campers are not eligible for refunds or credits for partial or single day absences and or illnesses.

## Termination

- **Parent Termination:** A two-week notice in writing is required if a parent decides to withdraw their child from the program. The YMCA will return all but the deposit. After two weeks, refunds will not be available, and parents will be held responsible for payment.
- **Mutual Termination:** When parents and staff agree that placement of a child into the program has been inappropriate and is not in the child's best interest, the child may be withdrawn with loss of deposit.
- **Camp Termination:** A parent may be asked to withdraw their child when:
  - It is evident that the child cannot adjust to the program's environment.
  - A child's behavior becomes detrimental to the other children or staff.
  - A parent/guardian fails to complete and submit required forms.
  - A parent/guardian fails to pay the fees.
  - A parent/guardian fails to observe the program's regulations including but not limited to arrival and departure rules.
- **Camp termination must be approved by the Camp Director.** Withdrawal will be made without the current week's refund and all deposits.

## Parent Communication

You will receive an email letter approximately one week prior to each registered session. This will give you more information about arrival/departure times, list of things to bring and the fun

adventures to come!

### **Scholarships Available for All Families**

Camp Jorn YMCA believes that every child deserves the chance to experience the wonder of camp and the opportunity to benefit from the Camp Jorn experience. We are committed to providing this opportunity to children of all ages, backgrounds, abilities, and incomes. The scholarship form can be downloaded from our website or filled out online.

### **How to Find Us**

Camp Jorn YMCA is located at: 13591 Zenner Lane, Manitowish Waters, WI 54545. Camp is situated on a 70+ acre peninsula of mature pine forest in Wisconsin's Northern Highland State Forest. Located on the shores of Rest Lake, part of the Manitowish Chain of Lakes

### **Typical Day Camp Schedule**

7:30 – 8:30 am-Check in at Day Camp Pavilion  
7:30 am- Bus departs AVW  
8:00 am- Bus arrives at CJ & children split into groups  
8:30 – 8:45 am- Opening ceremony & songs  
8:45 – 9:15 am-Light Breakfast/Counselor huddle  
9:30-10:20 am- Activity 1  
10:30-11:20 am- Activity 2  
11:30-12:10 pm- Lunch  
12:15-12:45 pm- R&R (reading & relaxation)  
1:00-1:50 pm- Activity 3  
2:00-2:50 pm- Activity 4  
3:00-3:30 pm- Healthy snack  
3:30-4:00 pm- Group game/free time/camp clean up  
4:10 pm- Closing ceremony & sunshine award  
4:30 pm- Load bus for AVW  
4:30-5:30 pm- Parent Pick up

## **Rest Lake Legends Day Camp Activities for Children 5-6**

Our youngest campers participate in a variety of fun activities with their counselors, including arts and crafts, swimming, environmental education, additional water activities, sports, music, outdoor adventures, and much more! With a counselor-to-camper ratio of 1:6, our experienced counselors are dedicated to ensuring that each child receives the individual attention and enjoyment they deserve. This is a state-licensed program.

- Arts & Crafts
- Nature activities
- Drama/Dance
- Sports/field games
- Swimming
- Additional Water Activities: Drip drop, slip n' slide, sprinkler, water balloon toss, etc.

## **Traditional Day Camp Activities for Children 7-12**

Our classic day program aims to help your camper make new friends and gain experiences that boost their confidence. Throughout the week, they will work with their counselor to establish personal goals. Each day, they will engage in activities of their choosing, as well as creative games and exercises crafted by their counselor.

- Archery
- Arts & Crafts
- Canoeing/Kayaking
- Sailing
- Nature activities
- Drama/Dance
- Sports/field games
- Fishing
- Biking
- Air riflery/slingshots
- Tubing
- Swimming
- Additional Water Activities: Drip drop, slip n' slide, sprinkler, water balloon toss, etc.

## **Shuttle Bus Service**

Bus service is available from Arbor Vitae-Woodruff Elementary School (AV-W). Please use the transportation form during the registration process to select this option for your camper. There is a fee of \$8 per day per camper. Campers will be supervised by camp staff during their travel to and from camp.

- The shuttle starts loading at 7:10am and leaves AV-W at 7:30 am
- The shuttle leaves Camp Jorn at 4:45 pm and arrives back at AV-W at 5:15 pm.

**Pick up/drop off location:** Back parking lot at AV-W, 11065 Old 51 N, Woodruff, WI 54568 • The shuttle starts loading at 7:10am and leaves AV-W at 7:30 am • Shuttle leaves Camp Jorn at 4:45 pm and arrives back at AV-W at 5:15 pm. Check in and check out will be done at the bus stop with Camp Jorn staff. Buses will always have staff on board to supervise campers. Supervisors go through orientation during staff training regarding bus transportation and assisting parents and campers at stops. Bus staff will assist campers during the bus ride (getting seated, roll call, answer questions, help with any needs, etc.) Let your camper know staff is there to help!

### **Busing from AVW**

**Check in:** As a reminder when checking in for the AVW bus parents should park in the designated check in spot, behind the bus/along the sidewalk and campers should remain in their cars until a staff member comes over and checks you in. Parents and campers should not line up for the bus before getting checked in. Campers will be checked in, in the order in which they arrived.

**Check out:** Upon arrival parents/guardians should remain in their vehicle. Please have your ID ready. Staff members will check identification at the bus stop and dismiss campers in the order in which parents arrive. You will check your camper out at the same location you do check in.

We request that all children be picked up from the shuttle drop off by 5:30 pm. If there should be changes that would affect a campers' pick-up or drop off time (emergencies, weather, etc.) camp will email all parents, and use Facebook to notify parents. If a child is not picked up by 5:30 PM, and no contact can be made with authorized persons, the camper will return to Camp Jorn with their counselor and can be picked up there.

**All campers utilizing the shuttle must be pre-registered for the bus.** The "State of Wisconsin Transportation Permission-Child Care Centers" form must also be filled out and signed by a parent/guardian

### **Please go over with your camper on their first day!**

Please note that using the shuttle is a privilege. If a child's behavior does not meet these standards, parents will be notified; seating arrangements may be made and if problems persist riding privileges may be revoked

### **Day Camper Expectations and Safety Guidelines on the Bus**

1. Have fun on the bus while staying safe
2. Always listen closely to staff/driver instructions
3. Stay seated
4. Always respect the driver
5. Respect those around you
6. Speak with an inside voice
7. Take care of your own belongings and garbage
8. You may bring a book or notebook to draw or color in
9. Think of the great times you're going to have/just had at camp!!

### **Drop off & Pick Up at Camp Jorn**

When you are dropping off or picking up your camper parents/guardians must sign their camper in and out. Please have a photo ID ready at pick up as our counselors need to verify everyone as an authorized person. We will not release campers to any unauthorized person. All authorized persons should be listed on the Enrollment Form. If your authorized persons change, please notify us in writing to either the Office Manager or Program Director. Pick up and drop off is located at the Day Camp Pavilion. There will be a table and staff in front of the building to assist you!

- Drop off time at camp: 7:30-8:30am
- Pick up time at camp: 4:30-5:30pm
- Parents/guardians arriving after 5:30pm will be charged \$1.00 per minute for every minute passing.
- If you are dropping off your camper late or picking up early, please notify the office.
- Please bring a photo ID

### **Snacks & Meals**

Camp Jorn will provide a light morning breakfast (8:45-9:15 am), lunch (11:30-12:10 pm) and a light afternoon snack (3:00-3:30 pm), as well as milk and water for meal and snack times. If your camper is participating in an overnight, dinner and breakfast will be provided as well. In the case of any dietary restrictions please make sure to provide all information on the Health Form. **A camper who does not want to eat the provided lunch or snacks is welcome to bring a lunch and/or snacks from home. Refrigeration and/or heating of lunches brought from home is not available. If you would like to pack your camper's own snacks or lunch, we ask that you do not provide your camper with candy or anything containing nut products.**

### **Friend Requests**

Please note that due to large enrollment numbers and limited availability we are unable to honor day camp friend requests. Camp is a great opportunity to make new friends. Our camp groups are designed for the safety of all children and are based on camper-to-staff supervision ratios. Thank you for your understanding.

### **Traditional Day Camp Groups**

Campers are placed into smaller cohorts with 1-2 staff members and 10-12 camper's their own age. Please note that some age groups require more than one cohort to better serve the needs of our camp community.

Counselor to Child Ratio for Children in Day Camp- Age of Children Minimum Number of Counselors to Children:

5 Years and 6 Years 1:12

7 Years and Over 1:18



## **Sunscreen/Insect Repellent**

Please send sunscreen and insect repellent to camp with your camper. Sunscreen will be provided by the center if you wish to use that option. Please instruct your camper on how to apply and to periodically reapply throughout the day. **Our camp staff cannot apply sunscreen for your camper in body areas covered by a bathing suit**, but will remind your camper to reapply periodically, especially before and after swimming. **It is best practice to help your camper apply bug spray/sunscreen prior to your campers' arrival for the day.**

## **Weather**

Camp is held rain or shine. Campers should dress appropriately for any weather; we suggest packing a spare set of dry clothing and raincoat for rainy days. In the event of severe weather such as extreme heat or rain, campers will be moved inside the YMCA to a safe area where their camp activities will continue. **In the event of rainy weather, please check out all day campers who will be departing by car at our main dining hall.**

## **Medications**

Please inform staff of any medical conditions or allergies, along with any necessary accommodations (e.g., EpiPen, inhaler) during drop-off. We will only administer life-saving medications (e.g., EpiPens and inhalers). All medications must be in their original containers and labeled with your child's name and dosage. An Authorization to Administer Medication form must be completed.

## **Health Concerns**

Any conditions requiring special care (e.g. diabetes, gastrointestinal, motor disorder, seizure disorder, ADHD, autism, cognitive disorder, asthma, etc) should be reported to the registrar at the time of the registration. Any health concerns listed on your camper's health form (non-food allergies, ADHD, etc.) will be addressed by the health Officer. Staff working directly with your camper will be aware of any additional needs your camper may have while in our care.

## **Accessibility**

At the Y, we firmly believe that every family and child deserve access to camp. Our aim is to foster a camp community that is safe, inclusive, welcoming, and reflects the Y's core values of Caring, Honesty, Respect, Responsibility, and Equity. We understand that campers arrive with diverse backgrounds, experiences, and histories, which may influence their mental or behavioral health during camp. Our goal is to work together with families as we engage with children at camp. To assist in this collaboration, we have implemented an Individual Camper Care Plan that will help us prepare our staff. We encourage families to complete this form only if there are specific concerns or situations, we should be aware of. The more detailed information and helpful tips you provide, the better equipped we will be to support your child. You can find the Individual Camper Care Plan here.

Our aim is for Day Camp staff to ensure that all campers have a safe and positive experience. We believe our success is rooted in a safety-first approach. While Day Camp is designed to be a fun and incredible outdoor adventure for kids, we recognize that not all activities may suit every camper. To enhance safety and enjoyment, we view Social Emotional Learning as a strategy for systemic improvement, empowering adults to strengthen their practices that promote equity.

Social Emotional Learning is the process through which young people and adults gain and apply knowledge, skills, and attitudes to develop healthy identities, manage emotions, reach personal and collective goals, empathize with others, build and maintain supportive relationships, and make responsible and caring decisions. We believe that our campers can grow and find support within the five pillars of Social Emotional Learning: self-awareness, self-management, responsible decision-making, relationship skills, and social awareness.

In pursuit of our goals for a safe and positive camp experience, we may implement Action Plans tailored to the specific needs of children. We collaborate with campers, families, and camp staff to identify the right action plans. When creating these plans, we strive to partner with families and support campers at their developmental level while prioritizing safety. Our camp counselors are trained and empowered to assist with the individual needs of campers through the implementation of these action plans.

These plans focus on personal support to help campers succeed while ensuring we meet them where they are. If a situation becomes detrimental to an individual or the group, or if it cannot be resolved, we will involve additional support from the Camp Leadership team. This could include scenarios like a camper straying from their group or engaging in bullying behavior.

While our Y Camping teams possess a wealth of compassion and expertise, we are not mental health professionals, social workers, or 1:1 camper-to-staff support. We will do our utmost to ensure your child's camp experience is as successful as possible. If appropriate changes have not been made after a thorough action plan, or if a camper requires support beyond what we can safely provide, we may determine that a child needs to be removed from the program for a specified time, including the remainder of the summer season.

This overview illustrates how our camps work to ensure the success and safety of all campers. If you have any questions about our procedures or concerns regarding your camper's needs, please reach out to the Camp Director.

### **Illness Procedures & Guidelines**

For the health & safety of all campers, please do not send your child to camp if they are ill. If your child is ill and must miss camp, please notify camp by phone or email. Camps only provide a refund for sick days, with a doctor's note. If your camper contracts a communicable disease, parents must notify the Camp Director as soon as possible. The camp director will inform other participants in writing about the communicable disease. Please follow the guidelines below before sending your camper back to camp:

- Fever over 100F: please keep your camper home until he/ she is fever free without fever reducing medication for 24 hours
- Influenza like illness: Keep your camper home until they are fever free for 24 hours, without medication.
- Vomiting or Diarrhea: please keep camper home for 24 hours after the last episode of vomiting or diarrhea.
- Bacterial Pinkeye/Conjunctivitis: please keep camper home until he/she has been on antibiotics for 24 hours or until doctor has determined they are no longer contagious.

This includes no more mattering or drainage from the eyes.

- Strep Throat: please keep the camper home until he/she has been on antibiotics for 24 hours and is feeling well.
- Possible Impetigo/Other Rash: keep camper home until doctor determines whether the rash is contagious. If treatment is started, students should be on medication 24 hours before returning.
- Head Lice: Keep camper home until the first completed treatment and no lice and/or nits are visible.

### **Pro Parent Tip**

Don't be alarmed if you get a call from camp. We like to get parent input on even minor health, homesickness, and behavioral issues.

### **Injury & Illness at Camp**

Campers are well looked after. All camp staff are First Aid & CPR certified. We will treat bumps, bruises, and scrapes. Any injury that may result in a scar, an injury to the head, face, or mouth, camp staff will result in a phone call to the campers' parents as soon as possible. For an injury that requires more attention than our staff are trained to do, Y Staff will:

- Call 911, perform immediate first aid and contact you or emergency contacts, if you cannot be reached.
- If emergency transport is required, a staff member will accompany the child to the hospital and remain until the parent/guardian arrives.
- The designated hospital for treatment of any serious injury is Howard Young Medical Center – Emergency Room, Woodruff, 715-356-8005.

In the case of illness, parents or emergency contacts are called to make arrangements for treatment or pick-up. If your child is ill and must miss camp, please notify camp by phone or email.

### **Medical/Emergency Procedures**

If a minor injury occurs at camp, the camp staff follow standard first aid procedures. In the event of a serious injury or illness, the camp staff will notify the parents/guardians immediately to secure permission for appropriate medical attention or need to pick up the child. If the injury requires immediate medical treatment, the camp staff will call 911 and then notify the parents/guardians.

### **Unacceptable Camp Behaviors**

• Fighting & Bullying • Refusing to follow behavior guidelines & rules • Use of profanity, vulgarity or obscenity • Stealing or damaging personal or camp property • Refusal to participate in activities or cooperate with staff • Leaving the program area, without permission

Please note that we reserve the right to send a camper home, without a refund, if consistent misbehavior affects the experience of other campers and/or camp programming.

### **Lost and Found**

Please mark all personal items clearly with the camper's full name. If your camper loses a personal item at camp, please contact our camp office as soon as you notice. If the item has been found,

we will work with you to get it returned to you.

Unclaimed items are stored for two weeks. Due to the high volume of lost and found items, Camp will not send communication of lost and found items. Claiming items is the responsibility of the Camper or family.

### **Camp Staff**

Our counselors are selected on the basis of their proven abilities in working with children. Each staff member goes through an extensive hiring process including a criminal history background check, reference checks and an interview. All counselors receive 40 hours of training prior to the start of camp, including training in camp program areas, relating to children, licensing policies, health and safety skills and are certified in CPR and Standard First Aid and many will be certified lifeguards.

Counselor to Camper ratio is:

- 5 & 6-year-old campers: 2 staff: 12 campers
- 7 years old and over: 2 staff: 18 campers

### **Questions and Who to Contact**

**Please do not hesitate to contact us at any time! If your child won't be attending camp on a day, they are scheduled to please contact us no later than 7 am. Text Jenn Davis at 906-287-1473 to report absences.**

For questions about our day camp program, registration, or payment questions, please contact Jenn Davis, Office Manager/Registrar at 715-543-8808 or email [jenn@campjornymca.org](mailto:jenn@campjornymca.org).