



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Camp Jorn  
YMCA  
13591 Zenner Lane  
Manitowish Waters, WI  
715-543-8808  
[www.campjornymca.org](http://www.campjornymca.org)

# 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. We are honored to have your trust in providing a safe and supportive environment for your child. 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 Day Camp program offers exciting activities that spark creativity, embrace adventure, connect with nature, promote independence and build new skills. Our trained staff members teach campers to love who they are, work as a team and grow beyond their comfort zones.

Parents look to Camp Jorn YMCA as a safe and secure place 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.

This handbook will help both families and campers prepare for your experience at Camp Jorn. Please read through this handbook as your camp resource guide.

We are beyond excited to share the joy of Camp Jorn with your family this summer. Please do not hesitate to send an email or call our camp office if you have any unanswered questions. See you soon for another life-changing summer!

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## Camp Jorn YMCA Goals & Objectives

The goal of our summer camp experience is for campers to experience personal growth through engaging in challenging activities, while experiencing a sense of supportive community. This experience is rooted in our core values of caring, honesty, respect, responsibility, and personal growth. At Camp Jorn, campers 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 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
2. Campers will learn to make & maintain positive relationships with their peers and friends while building a sense of community
3. Campers will learn the YMCA core values to help them become positive well-rounded individuals:

**Honesty:** Campers will be taught the value of honesty while at camp, to speak and act with sincerity, truthfulness, fairness and integrity.

**Respect:** Campers will be taught the meaning of respect, to show consideration for self, others and the environment

**Caring:** Campers will be shown how to care for themselves and others, to provide compassion and understanding and to recognize the goodness in others

**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

**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

Camp Jorn staff work with parents and campers to determine readiness and eligibility for specific programs. We recognize that children develop at different rates, and some may need more support than others. Our goal is to work in partnership with parents to ensure physical, emotional, and cognitive development match the ongoing skills progression required for safe participation. Camp will provide safety equipment like lifejackets and program equipment like archery bows that are the appropriate size for each.



## **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 Traditional Dates & Rates

**Day Camp Traditional Sessions:** Our classic day program aims to help your camper make new friends and gain experiences that boost their confidence. Each day they will engage in unique outdoor activities and creative games geared toward skill progression and teamwork, while encompassing camp's core values: Honesty, Respect, Caring, Responsibility, and Personal Growth.

**\*\*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.**

**Weekly Rate: \$275**

**Session 1: June 16-20**

**Session 2: June 23-27**

**Session 3: June 30-July 2 (No Camp on July 3rd or 4th)\*\* fees to be adjusted for Holiday**

**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**

Typical Day Camp Schedule	
7:30 - 8:30 am	Check in + Free Time
7:30 am	Bus departs AVW
8:00 am	Bus arrives at CJ
8:30 - 9:00 am	Morning Snack
9:00 - 10:00 am	Opening Ceremony & Group Game
10:10-11:10 am	Activity 1
11:30-12:10 pm	Lunch
12:10-12:40 pm	Reading & Relaxation
12:50-1:50 pm	Activity 2
2:00- 3:00pm	Activity 3
3:00 -3:30	Rec Square/Playground Free time
3:30-4:00	Snack
4:00 pm	Closing Ceremony
4:15 pm	AVW Bus Begins Loading
4:30 pm	AVW Bus Leaves at 4:30 pm
4:30-5:30 pm	Check Out at Camp Jorn
5:00-5:30 pm	Check Out at AVW



## 2025 Day Camp Specialty Dates & Rates

**Day Camp Specialty Sessions:** Elevate the camp experience with Camp Jorn's NEW Specialty Camps, where campers concentrate on honing specific skills or interests. These specialized programs offer one morning and afternoon classes to sharpen expertise, promoting confidence and a lasting enthusiasm for their chosen specialty. Campers will also enjoy traditional CJ activities ensuring a traditional summer camp experience.

<b>Fishing Specialty Week: June 16-20</b>  <b>Ages 8+</b>	During Fishing Week, the day campers will spend time 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.	<b>Weekly Rate: \$375</b>
<b>Art/Drama Specialty Week: June 23-June 27</b>  <b>Ages 8+</b>	Calling all future stars! Performing Arts Specialty campers will be 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!	<b>Weekly Rate: \$350</b>
<b>Basketball Specialty Week: July 7-11</b>  <b>Ages 8+</b>	Hoop it up at Camp Jorn! All skills levels are welcome, from total beginners to future pros. Skill development will be a crucial part of this week-long program, along with healthy competition and FUN. Every day will cover new skills and drills. Campers will be led by passionate, collegiate level basketball players. Through positive coaching, campers will work toward improving their skills and challenge themselves against fellow athletes. Beginners will walk away with the fundamentals of basketball under their belts. Experienced ballers will fine-tune their shots, handles, passes, and more! We'll round out the week by shooting hoops in the LAKE!	<b>Weekly Rate: \$350</b>

<b>Soccer Specialty Week: July 28–August 1</b>  <b>Ages 8+</b>	<p>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 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 build confidence in the fundamentals, while more advanced players will refine their skills, and everyone can experience the joy of soccer.</p>	<b>Weekly Rate:</b> <b>\$350</b>
<b>Waterski Specialty Week: August 4–8</b>  <b>Ages 10+</b>	<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 and who love spending time on the water. 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 slalom skiing, slalom skiing, trick skiing, wakeboarding, barefooting, and more.</p> <p>This small 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>**To participate in the waterskiing program, all campers must be able to swim confidently in deep water and perform basic swimming skills, such as consecutively swimming 100 feet and treading water for 2.5 minutes.</b></p>	<b>Weekly Rate:</b> <b>\$425</b>



## 2025 Day Camp Overnight Options

**Day Camp Overnight 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>	Registration is capped at the first 10 children who sign up, as we will be camping in a Platform tent. <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 7:15 join in evening activities with resident camp</li> </ul> Campers will have breakfast and then join Day Camp for a full day of scheduled activities.
<b>Overnight #2</b>	Registration is capped at the first 15 children who sign up, as we will be camping in tents on FOX ISLAND. <ul style="list-style-type: none"> <li>At 4:30 PM, we will canoe to Fox Island</li> <li>Dinner will be made by campers on Fox at 5:30</li> <li>Enjoy an evening hike, campfire, s'mores &amp; more</li> </ul> Campers will have breakfast and then join Day Camp for a full day of scheduled activities.

### Day Camp Overnight Packing List

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 & 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!

Please email [Jenn@Campjornymca.org](mailto:Jenn@Campjornymca.org) with any questions regarding overnight opportunities for your day camper!

## 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!

## AVW Shuttle Service

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.

Pick-up and drop-off details:

- Location: Back parking lot at AV-W, 11065 Old 51 N, Woodruff, WI 54568
- Shuttle loading begins at 7:10 AM, departing AV-W at 7:30 AM
- The shuttle leaves Camp Jorn at 4:30 PM, returning to AV-W by 5:00 PM

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 for campers 6 and younger.

## Scholarships & Other Resources

### Camp Jorn Scholarships

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 Scholarship Application 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. We offer scholarships up to 30% of the base rate. We do not have full scholarships.

## Day Camp & CJ Sprouts 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.

For Day Camp 7-12 Please note that all forms are available ONLINE this year and can be accessed by logging into your [Camp InTouch Account!](#)

- Health History & Immunization Record
- Day Travel Form
- Bullying Contract: Camp Jorn enforces a strict no-bullying policy; please review this policy with your child.
- Authorized Grown Ups
  
- For CJ Sprouts 5-6
  - [Health History & Emergency Care Plan](#) **\*\*Note: if your child has a history of anaphylaxis, severe asthma, seizures or has been diagnosed with Type 1 diabetes or other exceptional health conditions, please contact the CEO at Camp Jorn as soon as possible to discuss your camper's health history/treatment and to determine if Camp Jorn can meet your camper's needs and safety.**
  - [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: Register for transportation on the online application!**
  - [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 You Go</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 30th.</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 Payment Plan</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> <ol style="list-style-type: none"> <li>1. INSTALLMENT 1 DUE 6/2/25</li> <li>2. INSTALLMENT 2 DUE 6/16/25</li> <li>3. INSTALLMENT 3 DUE 6/30/25</li> <li>4. INSTALLMENT 4 DUE 7/14/25</li> <li>5. INSTALLMENT 5 DUE 7/28/25</li> </ol>

## 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 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 canceled at least two 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!

### **Camper Photos**

To see photos of your camper, visit our website [www.campjornymca.org](http://www.campjornymca.org) and click on Connect with Camp Jorn. Access to camp photos is free at [campjornymca.smuqmuq.com](http://campjornymca.smuqmuq.com) with the password **cj2025** for all galleries.

Please note that we do our best to take pictures of all children while they are camp. Here are a couple of FAQ's regarding pictures.

- My child isn't smiling. Are they having a good time?" Well, most people aren't smiling

24/7! If you're truly concerned, give us a call, and we'll be sure to check in with their counselors to give you a quick update on your camper.

- "I don't see a photo of my camper!!!" During our busy camp days, we strive to capture as many moments as possible, but we cannot capture everything. Some campers also are fantastic at spotting our camp photographer and hiding. If you do not see a photo of your child after day three, please email us at: [jenn@campjornymca.org](mailto:jenn@campjornymca.org) and I will be happy to check in on your camper
- Our waiver on our camper application states, "By checking YES in this box I give my permission to Camp Jorn YMCA to use, without limitation or obligation, photographs, film footage, or tape recordings that may include my child's image(s) or voice(s) for purposes of promoting or interpreting YMCA programs." If you're not OK with the previous statement, please send us a written note that states otherwise at [jenn@campjornymca.org](mailto:jenn@campjornymca.org)

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

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 Scholarship Application 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. We offer scholarships up to 30% of the base rate. We do not have full scholarships.

### **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.

### **Activities**

At Camp Jorn, we provide an exciting day camp experience for children aged 7 to 12. Guided by our counselors, campers will embark on adventures to various camp activities. Each day, they will have the chance to engage in a mix of both land and water activities! Please keep in mind that depending on their age and group, campers will take part in some, but not all, of these activities. Every camper will depart from camp with a treasure trove of memories and experiences!

**Tubing**- This activity is based on a camper's swimming ability as well as the camps ability to maintain required staffing ratios. On their first day here, campers will have the opportunity to participate in a swim assessment to determine their swimming ability.

**Swimming**- Swimming is one of the most favored activities of the day and is supervised by certified lifeguards! On their first day here, campers will have the opportunity to participate in a swim assessment to determine their swimming ability; campers come down to the waterfront

area with their cabin group and are asked to jump in the lake, swim 2-4 lengths and tread water. If campers know that is unattainable for them, they are asked to jump in the shallow section and blow bubbles. Our staff are very well trained to help children who are uncomfortable or afraid in the water, and we have excess lifeguards on duty for evaluations. We will not force anyone to take the swim evaluation. Campers are designated as non-swimmer, beginner, intermediate, or advanced swimmers, and are restricted to how deep they may swim based on that level. We have a shallow swim section where most campers can touch, and life-jackets available at the swim docks, so all levels can enjoy the water. Shallow swimmers are allowed to go down our slide in the middle section if they wear a personal flotation device. Please be aware that campers may need to wear a life jacket based on their swimming skills. Throughout the summer, campers will have the chance to retest their abilities.

**Archery/Air Riflery-** At our Archery and Riflery ranges, campers will have the opportunity to learn the basics of target sports safety and technique, practice shooting targets and participate in fun challenges with their group.

**Canoeing & Kayaking** - Canoeing is the one of the most iconic camp activities that CJ has to offer! Campers will learn proper paddle strokes, capsized recovery, and work in partnership as they venture around Rest Lake or head to Fox Island. We also have kayaks for all sizes of campers.

**Overnights-** Children participating in the overnights must be 8 years old or older. Campers must be registered for both Thursday and Friday to attend an overnight session. There is an extra fee of \$55 for the overnight program. Parents can sign up at the time of registration or by calling our camp office. During the overnight, campers have a chance to experience more camp activities such as pontoon rides, camping skills, stargazing and joining Resident Camp for their exciting Evening Activity!

**Arts & Crafts-** We promote creativity, self-expression & skill development at the Craft Barn with fun projects such as tie dye, sculpture, bracelet making, painting, fiber arts and more using nature & camp themes for inspiration.

**Sailing-** Campers 10 & up can learn and practice the basics of sailing in our 5 Sunfish sailboats, navigating the wind and embracing adventure on Rest Lake.

**Low Ropes-** Our Low Ropes course is a low-to-the-ground challenge course designed to encourage teamwork in solving mental and physical challenges. We have 6 elements with practically infinite ways to interact with.

**Group Sports & Games-** Campers will get active playing sports and games like basketball, soccer, volleyball, field hockey, flag-football, biking, four square, relay races, table tennis, parachute games, scooters and more on our Rec Square, playground, and huge field!

**Misc. Activities-** We round out all the action with spirited activities like singing songs, performing skits, talent shows, fort building, gnome homes, and scavenger hunts.

**Additional Water Activities-** In addition to our beautiful lakefront, campers cool off with water games like Drip drop, slip n' slide, sprinkler games, water balloon toss, and more!

### **Shuttle Bus Service from AVW**

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 \$40 per week 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!

**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; 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.

### **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 all of our 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: 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 to a safe area where their camp activities will continue. **In the event of rainy weather, all day campers who will be departing by car please check out 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.

## **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 helps 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 staff 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 they are 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 Pink Eye/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**

- Please apply sunscreen and bug spray before your child comes to camp.
- 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.
- Dress your child for a day of outdoor fun. Please do not send your child's best clothing/shoes, as camp activities are outside and rugged. All items should be clearly labeled with your child's full name. This will assist us with claiming lost and found
- If your child is especially prone to mosquito bites, be sure to send long layers (long sleeve shirts/ pants) to help prevent future discomfort.

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

Campers are well looked after. We have volunteer nurses and doctors at Camp Jörn the majority of the summer and a Camp Director with advanced first aid on site all summer. They oversee our healthcare operations on camp including general care and medications. All camp staff are First Aid & CPR certified. We will treat bumps, bruises, and scrapes. Our goal is to keep your camper healthy and experiencing all camp has to offer them. 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, CJ 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: 7 years old and over: 2 staff: 18 campers

## **Questions and Who to Contact**

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). Please report absences to [jenn@campjornymca.org](mailto:jenn@campjornymca.org) by 7 am!