

# Camp Winnecomac

## Parent Packet

Thank you for registering your daughter for Camp Winnecomac. We plan to have a summer full of great fun, great memories, and great friends. Please read the following information carefully. It contains all the important details you'll need to know before your daughter heads to camp.

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### Contact Information

Questions about camp: Danielle Polzin 888.747.6945 ext. 3371 or [dpolzin@gsnwgl.org](mailto:dpolzin@gsnwgl.org)

Questions about registration: Yvonne Duwe 888.747.6945 ext. 4510 or [yduwe@gsnwgl.org](mailto:yduwe@gsnwgl.org)  
Christin Stapelmann 888.747.6945 ext. 5511 or [cstapelmann@gsnwgl.org](mailto:cstapelmann@gsnwgl.org)

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### Forms We Need from You:

**Health History Form**

The Health History section of the form needs to be completed within six (6) months prior to your child attending camp. All campers need to have a current form. **THIS FORM MUST BE BROUGHT TO CAMP WITH GIRLS.** Do not mail ahead of time to camp or the council. **If your child has special health needs of which the camp staff should be aware, please contact the camp director at least two (2) weeks prior to her coming to camp.**

**Balance Due**

All final payments are due four (4) weeks prior to the camp session start date.  
Mail payment to: Girl Scouts of the Northwestern Great Lakes, 3511Camp Phillips Rd, Schofield, WI 54476.

**Horse Stable Waivers (Trail Riders & Pony Express participants only)**

Participants in Trail Riders or Pony Express must return the signed waivers on the first day of their camp week. One is for "High Cliff Quarter Horses, LLC." and the other is for "Wild West Campground & Corral, LLC." Failure to return these waivers may result in a camper not being able to participate at the respective stable.

### Try-Its and Badges

Each camper will work on a Try-It(s) or badge(s) throughout the week depending on the program they registered for. A list of Try-it(s) or badges worked on will be sent home at the end of the week.

### Daily Parent Communication

Campers will have a mail-o-gram envelope sent home with them each day. In this envelope will be your daughter's projects for the day as well as any information staff would like you to know. Please review these materials each night and return the envelope each day. You may also send us information in this mail-o-gram.

### Daily Camp Schedule

Campers begin the day at 9 a.m. with an all-camp flag ceremony. After the flag ceremony, campers form their units and begin their day of activities. Mondays are a day when the girls plan their week from a menu of options pertaining to their program with their counselor. There are morning and afternoon snacks. **Girls will need to bring their own bag lunch including beverage.** The day ends at 3:50 p.m. with the closing flag ceremony. Your camper will be bringing home a schedule for the week on Monday.

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## **Medication**

All medication sent with your camper to camp **MUST** be in original containers with the doctor's name and dosage directions. Only send the dosage she will need for that day(s) at camp. The camp health center has a supply of commonly used over-the-counter medications. It is not necessary to send these to camp. Your child's medications will be kept locked up and will be distributed by our trained staff. Inhalers, bee sting kits, and other necessary items will be kept with campers at all times as determined by the health supervisor and information you note on the Health History form.

**If your child has specific health needs (e.g. injections, specialized equipment, dietary concerns) contact the Camp Winnecomac well ahead of your child's attendance. Staff can then be prepared to meet these needs.**

## **Illness, Communicable Disease, Lice**

Do not send your child to camp if she has been exposed to a communicable disease or if she is ill. We encourage all parents to check their children for lice before they come to camp. **Camp Winnecomac has a no nit policy.** This means that we will not allow any child with lice or nits to remain at camp. All girls are screened upon arrival at camp. Any child with lice or a communicable disease will need to leave camp. We will expect the parent/guardian to pick up the camper as soon as possible.

## **Emergency Contacts**

Please make sure that you or your emergency contacts will be available while your child is at camp. Reasons why you would need to be contacted include, but are not limited to, the following:

- Homesickness of your child that is getting worse, not better
- Conduct by your child that is inappropriate at Girl Scout Camp
- Illness or injury to your child that requires medical attention outside of camp

## **Refunds**

A full refund, including deposit, will be made only if a participant cannot be placed in a session of her choice. Deposits are non-refundable in all other situations. All refund requests must be submitted in writing by August 31, and will be considered in cases of medical emergencies. Refunds will not be made if a participant is sent home due to homesickness, misconduct or by parent request. If a participant is sent home, transportation is to be arranged and paid for by a parent or guardian.

## **Attendance**

If you know your camper will not be attending camp or riding the bus on a particular day, please inform the staff at camp as soon as possible. If your camper arrives to camp late, have her check in at the lodge with a staff person upon her arrival. If you are picking up your camper early, a staff person will have you sign out on the early pickup form located in the main lodge. **A Camper Transportation/Early Release Form has been included in this parent packet for this purpose.**

## **Trading Post**

Girls will have the opportunity to attend Trading Post during their stay at camp. Trading Post items range in price from 50 cents to \$30. Day Camp t-shirts will be available in an assortment of styles for \$9 - \$12. If you do not want to send money to camp with your daughter, Trading Post money may be sent with the final camp fee payment. Trading Post items will also be available for sale at the Appleton Service Center after the camp season, or by request. Cookie Coupons may be used for Trading Post.

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## Field Trips

Some programs that are offered have field trips as part of their programming. Field trip information will be included on the schedule sent home.

## Transportation

- Buses will be chaperoned by a camp staff person. The staff will be checking the girls on the bus in the morning and checking them off the bus in the afternoon. Please send in the Day Camp Bus Release form to the council indicating with whom your camper may go home (return with your final payment four (4) weeks prior to camp start date). You will also need to initial the bus roster of the bus chaperone each time you pick up your camper in the afternoon. You may be asked to show some form of identification. This is to ensure the safety of your daughter. **Your camper must have her completed health form in hand the first day she attends. Girls without the form will not be allowed to board the bus or get dropped off at camp.**
- **Please** be at the bus stop at least ten minutes early for pick up and drop off. The buses *must* maintain scheduled routes and cannot wait for late campers. The bus will only wait for five minutes after its designated stop time. **If you miss the bus in the morning**, you must go to the next stop OR drop your camper off at camp. **If you miss the bus in the afternoon**, you must go to the next stop. The bus chaperone will try contacting you at this time. **If you still have not arrived to pick up your child by the last bus stop, your child will be taken to the nearest police station by the bus chaperone.**
- A bus schedule with specific times and stops is included in this parent packet. These times are estimated to the best of our ability. Depending on each weekly bus stop times may vary. You will be notified on Monday afternoon of changes in times of the bus stop for the rest of the week.
- If the bus is more than 30 minutes late, we will make every effort to contact you. Questions about bus times and locations can be directed to the Appleton Service Center during office hours or Camp Winnecomac at any time.
- Please make your daughter aware of the following safety procedures while she is on the bus:
  - Remain seated at all times
  - Keep noise level to a minimum.
  - Follow chaperone instructions for loading or unloading.
  - No throwing objects or disruptive behavior.

## Overnights

The **Water Seekers** and **Sensational Sleepover** programs both feature an overnight at Camp Winnecomac. *The night they will stay at camp will be determined on Monday and sent home on their weekly schedule.* Campers will sleep in either tents, yurts, or bunks in Eagle's Lodge located on the property. The **Adventurers** program features an overnight at High Cliff State Park during the week.

## Friday Bus for Double Trouble and Trail Riders Program

The **Double Trouble** and **Trail Riders** programs are a combination of Day and Resident Camp programs. Girls will come to Day Camp Monday, Tuesday, and Wednesday. Late Wednesday morning they will travel with their counselors to Camp Birch Trails (CBT) where they will stay until Friday. Friday they will ride the CBT bus home. **The bus stop for Friday will NOT be the bus stop you had been using earlier in the week.** Your bus stop and time for the Friday CBT return bus is listed on your confirmation. Resident Camp bus procedures are the same as for Day Camp.

## Parent Evaluations

Feedback from campers and parents is essential to offer continuous quality improvement in our Girl Scout programs. Your camper will bring home a parent evaluation on her first day of camp. Take time with your camper during the week to evaluate her day camp experience. Return the evaluation on her last day of camp, or mail it to the Appleton Service Center.

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# Day Camp Equipment List

**\*\*label all items with camper's name\*\***

## What to Wear

- \_\_\_\_\_ Clothes that are appropriate for the day's weather and outdoor activities  
Clothing may get dirty and stained
- \_\_\_\_\_ Socks
- \_\_\_\_\_ Shoes (No sandals, thongs, or jellies)
- \_\_\_\_\_ Sweatshirt or jacket
- \_\_\_\_\_ Bandana

## What to Bring

- \_\_\_\_\_ Completed Health History form
- \_\_\_\_\_ Prescribed medication (all medication needs to be in its original container and given to the Health Supervisor when your camper first arrives at camp)
- \_\_\_\_\_ Water bottle
- \_\_\_\_\_ Bag lunch and drink (limited refrigeration space is available; please try to pack a lunch that doesn't need refrigeration.)
- \_\_\_\_\_ Swimsuit and towel (for Thursdays and those really hot days for spur of the moment water programs.)
- \_\_\_\_\_ Rain gear
- \_\_\_\_\_ Non-aerosol insect repellent
- \_\_\_\_\_ Sunscreen and lip balm
- \_\_\_\_\_ Backpack or bag to carry above items as well as notes/crafts back home
- \_\_\_\_\_ \* Something white to tie-dye (T-shirt, socks, pillowcase, or bandana. No towels please)
- \_\_\_\_\_ \* Squish hike shoes (shoes that can be worn in the water and mud)

\* Your camper will bring information home on Monday notifying you of any additional items she may need if her patrol decides on a special program activity

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