



## Welcome to the Camp Winnataska family!

Dear parents and campers,

In 2014, Camp Winnataska celebrates its 96<sup>th</sup> summer of camping! We can't wait to meet you and your camper and welcome them into the camp family. This handbook provides you with all of the information that you need for a successful camp experience. Also note certain sections will direct you where to go on the website for this information. Please do not hesitate to contact us if you have any questions or concerns about your camper!

Sincerely,

*Mary Margaret Shepherd*  
Summer Camp Director

### Goals and Outcomes

First and foremost, we would like for you to know what we are working towards here at Winnataska. Yes, we hope camp is buckets of fun, but we also plan for your child to grow in other ways. If you are new to camp, please read more about camp's history and its staff on the Winnataska website. [Website: [Who We Are](#)]

Our mission is **"Christian camping at its best."**

We endeavor, through Christian camping,

to further the physical and mental welfare of children and adults;

to promote a love for nature and the benefits of outdoor living;

to encourage the acquiring and sharing of individual skills through personal and group effort;

to instill values, responsibility, sportsmanship, and patriotic citizenship;

to develop character;

to provide campers exciting and meaningful experiences that will help them excel in years to come.

After your camper returns home, we send out an online survey. We ask that you fill it out with input from your camper to help us reach our goals and objectives. Your camper will take a short survey at camp as well.

### Camp Communications

Informed parents and campers feel less anxious about getting ready for camp. Here are ways that we communicate with camp families:

- Please join our Facebook group. We will update our status with camp news about once a week. It is a great place to get packing advice from seasoned campers and their parents.
- Once a month, we will send out an email blast with important reminders, such as when fees are due. We know your inbox is full to overflowing, so we try to keep these short and sweet.
- Our newsletter, the How How How, will be delivered to you electronically in the spring. It is also available on the website. [Website: [Heritage > How How How](#)]
- About two weeks before your camper's arrival, a very important message will be emailed to you. It will contain updated and specific information to help you get ready for camp.
- Several days before camp starts, you will also receive an email with hut assignments and last-minute reminders.

- We update our Facebook status regularly during the summer season.
- After camp is over, we will email you a survey link and information about lost and found.
- No question is too small! If you are not finding the answer to your question, try the search bar on the website, or feel free to *email us at any time!*

## **Before Camp**

A successful camp experience begins with good planning! Please sit down with your camper and review this handbook. Let your camper know that they are expected to be responsible for themselves and their actions, to follow the **Covenant** (signed during registration and attached) and to do their best! Our website has all of the information in the Parent Handbook and more, under the “Prepare for Camp” tab. Read over the **packing list** together (also enclosed), and make sure your camper assists in packing. Help them pack and to ensure that they are bringing the appropriate items to camp. Lastly, if your family has questions as you prepare, please feel free to contact camp — we want to make sure you are ready to go! [Website: Now You’re Registered > [Prepare for Camp](#)]

### **Preparing Your Camper**

Our accrediting body, the American Camping Association, has a great website just for camp parents, with tons of tips on how you can prepare your camper, including ways to lessen homesickness. Visit their website, [www.campparents.org](http://www.campparents.org) to learn more about how ACA camps set the standard in terms of fun and safety.

### **Cancellations and Refunds**

If your camper is unable to attend as planned, please notify us as soon as possible so we can open the space to another camper. **Cancellations must be made in writing via email to the camp office** at [info@winnataska.org](mailto:info@winnataska.org). Refund of fees will be made only in case of illness or family emergency, with a written request to the camp office, with approval from the Board of Directors. The deposit is always nonrefundable. [Website: [Fees](#)]

### **Billing Statement**

A non-refundable deposit of \$200 is due upon registering. Full payment is due by April 1, 2014. A camper’s spot will be held with deposit until April 1. After April 1, the camper’s spot is *only secure with full payment*. Multiple payments can be made by paying online with a credit card using our online registration system or by mailing a check to camp’s off-season PO Box. You will be contacted after April 1 if you still owe a balance. [Website: [Fees](#)]

### **Forms**

We know there are many forms to complete before coming to camp. We appreciate you taking the time to fill them all out completely. The following forms **MUST** be submitted the day of check-in at camp and are included at the end of the Parent Handbook. [Website: Prepare for Camp> [Prepare for Check-in](#)]

- Health Form (Please make a copy for your records.)
- Copy of Health Insurance Card (front and back)
- Camper Check-out Card

The Camper Check-Out Card lists all those who have a parent’s permission to pick up their child. As part of our safety procedures, we will not release a child to anyone who is not listed on the Camper Check-Out Card. Please list yourself, your spouse, if applicable, and relatives or neighbors that would be available to pick up your child in case of an emergency. Also as part of our safety procedures, we will check photo identification on closing day to see that the name is on the Camper Check-Out Card.

### **Packing List**

The camp packing list is included in this Parent Handbook, at the end. Please pack inexpensive clothing suited for outdoor play in warm weather. Do not pack anything that would be upsetting if it were not to make it home!

Parents, please be advised that camp expressly prohibits the possession and use of any alcohol, tobacco products, illegal drugs, or prescription medication not turned into the Health Hut. Campers are not allowed to bring personal knives or weapons. **Campers are not allowed to have cell phones at camp.** If a camper is found to have any of the above items in their possession, the items will be confiscated and parents will be contacted. Please ensure that your camper understands these important rules.

Camp is not responsible for a camper’s possessions, including luggage, clothing, bedding, sports equipment, electronics, money, jewelry or watches, and other personal items. We strongly encourage other electronics, such as handheld video game devices (ie,

Nintendos) to stay at home. Please make sure that your camper understands that they are responsible for keeping up with their belongings and must treat other people's belongings with respect. [Website: Prepare for Camp > [Packing List](#)]

## **Health Form and Procedures**

### **Health Form**

The Health Form needs to be filled out completely. You also need to bring a copy of your health insurance card. Please provide full details if your camper has any physical restrictions not otherwise mentioned. **You do not need to get a copy of your child's blue card from the doctor or get a doctor's signature**, but please do let us know immunization history.

If you are going to be out-of-town (or otherwise not available at the emergency contact number) please provide us with the updated contact information. [Website: [Forms](#)]

### **Medications**

If your camper takes medications on a regular basis, please make sure that all medications are sent to camp ***in the original container with camper's name and dosage clearly stated***. Our health care staff members will NOT administer non-labeled pills or medications; this includes over-the-counter medications and vitamins. All medications except asthma inhalers, epi-pens or any "rescue" medications must be kept in our Health Hut and administered by our health care staff.

Please pack medications in a Ziploc bag with the camper's name printed in permanent ink on the bag. We stock basic over-the-counter (OTC) medications (i.e., Tums, pain relievers, band-aids, antibiotic ointment), so please do not pack these for your camper. As with any medication, if your camper brings any OTCs with them to camp, they will be kept in our Health Hut. This is for the safety of all of our participants.

If your camper is currently taking medications (other than antibiotics) we recommend that they continue this medication at camp. Changes in medication can produce changes in health and behavior, and no one is better equipped to recognize and deal with those changes than you. We recommend against "medication vacations" at camp. If you or your camper's physician feels strongly about suspending a medication within six weeks of your camper's arrival at camp, please call us.

### **Health Hut**

Our Health Hut is staffed with a nurse 24 hours a day. If your child needs routine medication, or medical attention, their leader will take them to the Health Hut. The nurses will record on your child's health form any time they visit the Health Hut. If a camper has a common complaint (headache, stomachache, scraped knee) that responds to treatment, the nurses will note this on their health form, but will not notify parents.

Parents will be notified

- If a camper has a common complaint that does not respond to standard treatment and at the nurses'/director's discretion. (stomachache, headache, etc.)
- Anytime a camper needs medical treatment outside of Camp Winnataska.
- If a camper has a tick removed during their stay, parents will receive a letter notifying them during checkout.

## **Arriving at Camp**

Directions to camp can be found on the Winnataska website. The physical address is 260 Winnataska Drive, Pell City AL, 35128. [Website: Prepare for Camp> [Directions](#)]

### **Opening Day Procedures** [Website: Prepare for Camp> [Arrival and Check-in](#)]

Check-in day is a very busy day for us and as a result, we are not able to spend as much time with everyone as we would like. If you have concerns, please contact the Camp Director well before check-in day so that we may spend time with you addressing your concerns

- Plan to arrive during the designated registration period on opening day. Registration times are staggered according to hut assignment. Information about email times will be emailed to parents. If this time does not work for your family, please contact camp ahead of time so that we are aware of your schedule.

**To allow us the opportunity to sufficiently prepare camp for you camper's arrival, we will not register campers early. Please plan your arrival at camp accordingly.**

- You will be greeted by a camp staffer who will show you where to deposit your camper's gear. Camp staff will deliver the gear to the appropriate camping areas. You will be directed to a parking space in our visitor lot, or the adjacent overflow lot.
- Campers and parents will then be directed to the gym. Please have all necessary forms, and any medication with you.
- You will be directed to the gym for the health screening. Due to privacy laws, no more than one camper with one parent at a time is admitted into the screening area. The wellness staff or camp nurse will review the health form, check in any medication, and check your camper's hair and temperature.
- Chico campers will walk up to Chico hill to meet their directors. Mainside campers will head across the bridge to meet the Mainside directors. Luggage will be delivered close to the cabins.
- Farewells are at your child's cabin. After you say goodbye to your camper, you can be on your way and your child will be on their way to making new friends and setting off on new adventures.
- After registering, stop by the porch of the gym (Stockham) to purchase a care package for your camper. You are also welcome to put some mail in the mail bins by the camp gates. (You can keep it hidden in your car and retrieve it after dropping off your camper.)

### Transportation and Safety Information on Opening Day

- Please be aware that many young children and families will be on campus during registration. Drive slowly as you approach camp, and be extra cautious when parking. Staff members wearing Winnataska t-shirts can direct you where to park if you need assistance.
- The parking lot for visitors is one-way. Cars enter near the Welcome Center and exit on the opposite side of the lot. A staff member is stationed at the crossroads between the camp gate and the parking lot entrance. Please keep an eye on small children in this area.
- Restrooms are located in the pool bathhouse on Sundays. Restrooms are also available in the gym, once registration begins.
- Registering a camper does involve a good deal of walking! Also keep in mind that camp roads are dirt and gravel, and strollers made for street use do not handle the terrain well.
- **We do not allow smoking or pets on camp property for the safety and comfort of everyone.** Thank you for your cooperation.
- If for some reason, Camp would need to dismiss and/or register campers early, or at any time different from our publicized arrival and departure time, we would send an email to parents from our [info@winnataska.org](mailto:info@winnataska.org) email address. We use Constant Contact, an email and communication management system, which allows us to send out messages quickly to all registered campers. In addition, the message on the answering machine at the camp office would communicate the change in arrival or departure time. The change would also be listed prominently on the camp website homepage.
- Sometimes we do need to modify and adjust our registration and departure plans due to the weather. Rainy days can sometimes dampen our luggage, but they do not dampen our spirits! We will do our best to keep you sheltered and move your camper's belongings quickly. For the simple reason that the weather during the summer can be unpredictable, we suggest keeping rain gear in your car and wearing shoes made for walking on registration day.
- Camp staffers always wear camp t-shirts on arrival and departure days; if you are in need of assistance, please ask someone on staff for help.

## Leaving Camp

### Closing Day Procedures [Website: Prepare for Camp > [Departure](#)]

- Plan to arrive to pick up your camper at 9:30 am on Saturday (9:30 am for Mini-Chico campers leaving on Wednesday). Campers are responsible for getting camp ready for the next set of campers, so sometimes breakfast and closing ceremonies run a little bit behind.
- Be sure to bring your photo id to camp on checkout day. You will be asked to show your photo-id to an adult. They will look to see that the photo identification matches the name of a person on the Camper Check-Out Card. They will give you your Camper Check-Out Card to take to the gym/dining hall area.
- Chico campers dismiss through the Chico Dining Hall. Mainside campers must check out in the gym through a counselor.
- Double-check the luggage pile for all their belongings - often they expand over the week at camp. Also, please ask your camper to look in the luggage area. Many times they will pack differently than you packed, and small bags are frequently left behind (as are pillows, fans, teddy bears, bags of dirty clothes, etc.)
- Check the lost and found on the gym stage! Don't forget your crafts in the craft hut.
- Medications will be given to the parents in the gym.
- After you have done all of these things, feel free to visit the canteen one last time with your child and to do any last minute

shopping.

- If you are picking your camper up early notify the Camp Director in writing prior to closing day on the Camper Check-out card. We cannot accommodate early departures on Saturday morning. If a camper must leave camp early, they must do so by Friday at 6 pm.

## **Camp Life**

### **Typical Day**

The following is a general outline of the daily schedule at camp. Of course, daily schedules are influenced by the weather, and other factors. Daily activities include swimming, canoes, horseback riding, crafts, recreation, nature study, outdoors, and low ropes course. Fishing and hiking, cookouts, playing in Kelly Creek, sports and games, riflery and archery all add to the fun. The high ropes course activities are for campers ages 11 and up. The progressive activities in which campers participate on the low ropes course will give them skills they need to be successful on the high ropes course. [Website: [What You'll Do](#)]

7:00 - Rise and shine!

7:45 – Breakfast

All meals in the dining hall are served cafeteria style. Our cooks serve us plenty of great food that is healthy and appealing!

8:30 – Cabin clean-up and Bible

Clean up your cabin, straighten up your personal items, and get ready for the day. Morning devotional is also given.

9:00 -12:00 – Program areas

Program areas include – swimming, canoeing/gorge, horses, outdoors, ropes, crafts, and recreation

12:00 - Back to huts to freshen up

12:30 – Lunch

1:00 - Break and rest period

2:00 -5:30 – Activity Time!

6:15 – Dinner

6:45 – Hillside

Every evening (except Sundays), after supper, campers head on over to a scenic overlook of the falls, which is appropriately named, Hillside. Here campers get the chance to sing hymns, and songs like "Now the Day is Over," and "Follow the Gleam."

The campers also hear a devotional from the weekly directors or a guest speaker arranged by the directors.

7:00 - Prepare for night activity

8:00 - Night activity

Camp Winnataska has several evening activities, which are almost as old as the camp itself. In fact, Indian Night has been celebrated from the very founding year of the camp.

The pageant of the Holy Grail, which honors outstanding leaders and staff as it recreates the story of King Arthur and his Knights of the Round Table, was written in 1922. Fun-filled Country Night is over 50 years old. [Website: [What You'll Do > Night Activities](#)]

10:30 - Taps (lights out)

### **Waterfront Safety**

The waterfront is a popular place at camp! Within the first day, all campers participate in a pool orientation and swimming skill assessment. We want to ensure all campers are ready for their swim time. Should your camper not be comfortable in water, they may still swim, but will stay in the shallow side of the swim area and/or wear a PFD (personal flotation device). Everyone is required to wear personal flotation devices (life jackets) in any boat, regardless of swimming ability.

### **Severe Weather**

At camp we say, "If you don't like the weather, wait a few minutes and it'll change!" Summer weather can be unpredictable. Safety is our highest priority at camp and we monitor the weather using weather radios and Internet. The local authorities contact us when severe storms threaten. If a severe storm occurs, camp has action plans to keep everyone safe. We ask that you do not call camp in the event of severe weather, as the phone line must be kept free to communicate with the local authorities.

## Menu and Food Allergies

Many campers want to know what the food is like at camp. We offer campers choices so that even picky eaters find something they like. The menu is updated in the spring and available on the website. If your child has food allergies or other dietary needs, please contact us ahead of time. The supplemental food form is at the back of this handbook. [Website: What You'll Do > [Menu](#)]

## Healthy Food Statement

At Camp Winnataska, we strive to serve healthy, satisfying food at all meals. We work closely with Chris Vizzina, the Executive Chef with Campus Dining, Inc. at Samford University to make sure that our meals provide the fuel your child needs to make it though the camp day.

## Camper Mail

Mail is delivered to campers after lunch during their rest period each day. We offer lots of ways to stay in touch with your camper. For our philosophy on mail, see the website. [Website: Prepare for Camp > [Mail Call](#)]

## Snail Mail

Letters to campers should be addressed to:

*Camper Name*  
*Cabin Name*  
*Camp Winnataska*  
*260 Winnataska Dr.*  
*Pell City, AL 35128*

You can still send mail if you do not know the hut name! (It just helps in sorting.)

If you are sending a care package, **please make sure not to pack food, as this attracts critters of all kinds!** The quality and quantity of meals served each day will be more than adequate for the campers. **You are only allowed to send packages in small manila envelopes. Please, no boxes or gift bags!**

## Mail Bins

After you check-in your child, look for mail bins by the camp gates. You are welcome to keep mail in your car and bring it to the mail bins after you drop-off your child. Label the letter with your camper's name, hut name, and what day you want the mail delivered. Please do not give mail to the weekly directors, as they are very busy during registration. **The same guidelines for mail (above) apply.**

## Emails

Bunk1.com provides an email delivery service to our campers. On the website, you will see a button to register for pictures and purchase emails. Parents can choose to email their campers any time of the day, and emails are delivered just like a regular letter during rest time. Families are welcome to share credits. Any problems registering for emails should be directed to [bunk1.com](http://bunk1.com).

## Camp Care Packages

To save time and money, camp has a care package station with fun, kid-friendly, and inexpensive items. After you register your child, stop by the porch of Stockham gym where our volunteers can help you put together a care package. Winnataska merchandise is also available from the camp store in this area. You choose the items to purchase, we make the packages and deliver them to your camper on a day that you choose! [Website: Prepare for Camp > [Care Packages](#)]

## Phone Calls

There are times when we will call you from camp, such as if your camper has an illness, or if your camper needs to go to the clinic or hospital. We will also call if there is a need to discuss how your camper is doing.

While we are at camp 24 hours a day during the camp session, we are not always near the phone. Your best chance of reaching someone is between 9:00 a.m. – 12:15 p.m. and 2:30 – 4:45 p.m. If you get the answering machine, please speak slowly and leave us your name, your camper's name, your phone number, and the best time to reach you. Also please feel free to send us email. We make every effort to return phone calls as soon as we can; however, as we are busily involved in daily camp life, our time in the office is short. Camp Winnataska's number is 205-640-6741. This is our business line. **We do not allow campers to make or receive phone calls except in cases of emergency.**

## Daily Pictures

We know that campers sometimes aren't the best letter-writers, and that parents love to see their campers having fun at camp! We do our best to get as many campers included in our daily pictures as we can, but we can't guarantee every camper will be pictured every day. (Some campers naturally gravitate toward the camera, and others are just too busy to notice!) Our goal is to post pictures before lunch from the previous day, but please understand that taking the best care of your children is our number one priority!

[Bunk1.com](http://Bunk1.com) is our service provider for camp pictures. All issues with registering to view pictures should be directed to them. For your convenience, click on the blue icon on the right hand side of the screen that says, "Photos and Email."

The service is free, but you do need to register. Passwords are given out at registration. Pictures are password-protected and you must register to view them in order to comply with COPPA, the Children's Online Privacy Protection Act of 1998. Camp administrators check regularly throughout the day to approve new users.

## Lost and Found

Please label all items that belong to your camper: luggage, duffel bags, laundry bags, sleeping bags, swimsuits, towels, washcloths, cameras, Bible, flashlights, shampoo, etc. **Camp is not responsible for lost items.** Because campers do misplace items during the week, we encourage them to bring only inexpensive items from home. Campers that help to pack themselves are better at identifying items that are theirs.

All lost and found items are placed in the gym on Saturday, or at the camper's departure time. Items will remain at camp for two weeks after each session in Strickland Lodge. **Camp cannot mail lost and found items to campers.** Parents are welcome to arrange a time to look through the lost and found by calling the camp office. All items left after two weeks will be donated.

## Camp Winnataska Covenant and Code of Conduct

**The Covenant and Code of Conduct is included in the application process. It is included here so that you can review it with your camper before camp starts.**

I am a member of the community at Camp Winnataska. I accept, trust, and respect myself as well as all other members of our community, including adults. In all that I do, I seek to embody God's love and share that love with others. Therefore, I commit myself to this code of conduct.

- \*I will abide by all curfews and other rules
- \*I will deal with others courteously and try to maintain a positive attitude
- \*I will respect the rights of privacy and property of others
- \*I will participate and be on time for all activities
- \*I will bring only appropriate listening and reading material
- \*I will not condone or tolerate sexual harassment or abuse in any form
- \*I will not bring the following to camp, including but not limited to, firearms, knives, and lighters

I WILL NOT PARTICIPATE IN (nor will I cause suspicion that I am participating in) ANY DRUG, ALCOHOL, TOBACCO OR INHALANT USE, NOR WILL I HAVE ANY OF THESE PRODUCTS ON MY PERSON OR IN MY POSSESSION AT ANY TIME! If I bring any medication, I will turn it over to the health hut for dispensation.

I have read and understand the above guidelines, and commit myself to the guidelines and objectives of this summer. I understand that any significant disregard of these guidelines will result in my immediate dismissal from camp. (This decision is left entirely to the discretion of the Program Directors.) I understand no funds paid will be refunded and the expense of the camper's return to parent(s) will be at the sole expense of the parent(s).



## Information for parents regarding supplemental food [Website: What You'll Do > [Menu](#)]

Please read our policies below and fill out the SUPPLEMENTAL FOOD FORM. This form needs to be emailed to [info@winnataska.org](mailto:info@winnataska.org) by May 31, 2014. After receiving the form, a camp administrator will follow up with an email or phone call so that we can answer any other questions and discuss the food plan with you.

### STEP ONE:

Please determine if your child will actually need supplemental food. **We would prefer that campers NOT bring supplemental food; however we recognize that this is not always possible for those campers who have more severe food allergies.**

- **READ THE CAMP MENU.**
  - It is posted on the website, under the tab called, "What You'll Do." Scroll down to the bottom.
  - Note that a salad bar is available at all lunches and dinners.
  - Peanut butter and jelly sandwiches are available if the camper asks their counselor for one.
  - A potato bar is offered at a few dinner meals.
- **DETERMINE WHAT FOODS ARE "SAFE" FOODS.**
  - Highlight foods that your child can eat. If unsure, please email questions to [info@winnataska.org](mailto:info@winnataska.org).
  - We are not able to provide food label information, as the brand or kind of food can change without camp being notified.

### STEP TWO:

Email the SUPPLEMENTAL FOOD FORM to [info@winnataska.org](mailto:info@winnataska.org) by May 31, 2013.

### STEP THREE:

Prepare for camp.

- Shelf-stable and pantry foods (i.e., cereal) should be in a sturdy plastic container labeled with the camper's name. This is left in the dining hall so that the camper can retrieve food independently. It needs to have a tight-fitting lid.
- Refrigerated foods should be in a paper bag or disposable container labeled with the child's name and hut name.
- Frozen foods should be brought in a disposable container labeled with the child's name and hut name.
- If applicable, it is helpful to have individual meals or servings divided up among Ziploc bags and labeled according to meal (example, "Monday lunch,") so that a counselor can quickly find what they need.
- Our camp cook cannot prepare a separate meal or entrée for individual campers. If a child requires a complete meal substitution, a counselor in your child's hut can microwave food. Counselors have a great deal of responsibility during meals to their entire hut, so any food preparation needs to be extremely simple and require only a few minutes of the counselor's time.

### STEP FOUR:

Bring foods to camp.

- When you arrive at registration, plan to unload your supplemental food in the parking lot. If it needs to be refrigerated, it will be delivered to the kitchen as soon as possible.
- Only camp employees are allowed in the camp kitchen. Employees will put the shelf-stable container on the table where the camper will sit during meals. The freezer and refrigerator have a dedicated shelf for special foods. We will keep the foods in the labeled containers.

### STEP FIVE:

Don't worry! ☺ We will make sure your camper is well nourished! On dismissal day, don't forget to retrieve your plastic container with pantry foods from the dining hall. The kitchen is closed on Saturdays, so refrigerated or frozen foods cannot be retrieved.



## SUPPLEMENTAL FOOD FORM

This form needs to be filled out and emailed to [info@winnatska.org](mailto:info@winnatska.org) by May 31, 2013. It will be distributed electronically to your child's counselor and the adults who supervise campers at meals (weekly directors). A paper copy will be given to both the day your camper's session begins.

Camper Name \_\_\_\_\_ Session \_\_\_\_\_

Please list all foods to which your camper is allergic: \_\_\_\_\_

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What symptoms will your child experience if exposed to the allergen or it is ingested? \_\_\_\_\_

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What will the counselor need to do if exposure or ingestion occurs? \_\_\_\_\_

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(Note: Anytime a camper is brought to the Health Hut, the nurses will refer to the camper's [health form](#).)

What shelf-stable or pantry goods did you bring for your camper? \_\_\_\_\_

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What refrigerated foods did you bring for your camper? \_\_\_\_\_

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What frozen foods did you bring for your camper? \_\_\_\_\_

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What items can your child eat from canteen? (snacks) \_\_\_\_\_

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Please attach a copy of the Camp Winnataska menu to this form. **HIGHLIGHT all foods that are SAFE** for your child to eat. ~~Draw a line~~ through foods that your child is not to consume.

At the bottom of the page, and on the back if needed, please provide any further explanation about your camper and his/her special diet that might be helpful to your child's counselor. (Registration is a very busy time and it is helpful to have such information in writing to refer to later.)

## Camp Winnataska Packing List

*Parents: Campers should at least participate in packing these items so that they know how to pack at the end of the week.  
Check each item off the list as you pack it - that way you won't forget anything. Label everything!*

### For Sleeping:

- Sleeping bag and twin fitted sheet (Chico campers bring sheets and blanket instead.)
- Pillow & pillow case
- Sleepwear (pajamas)

### Clothing

- One complete set of clothing for each day and at least 2 extra sets of clothing
- Two pairs of jeans or pants
- Two long-sleeved shirts or a light jacket/sweatshirt
- Long pants and closed-toed shoes are needed for riding horses.
- Socks and underclothes for each day
- One Piece or Tankini for girls (2) (Modest suits only.)
- Swimsuits for guys (2)
- Pool towel
- Raincoat or waterproof poncho (No umbrellas!)
- Water shoes
- Shoes (Shoes should protect the toes.)

### Toiletries

- Shower shoes or flip flops (Shower use only.)
- Comb/brush
- Toothbrush & toothpaste
- Soap, in a sealed container
- Bath towels, washcloths
- Feminine hygiene products if needed
- Tissues

### Other Gear

- Bible
- Bug spray
- Sunscreen
- A flashlight with extra batteries and bulb (Make sure it works before you pack it!)
- A water bottle
- Letter writing materials (stationary, paper, pens, journal, stamps, postcards)
- Fan (Smalls should be 9" or smaller. You may also want to bring a small extension cord.)
- Medications (if any) - **PLEASE HAVE THIS AT CHECK IN.**
- Completed and signed Health Form - **PLEASE HAVE THIS AT CHECK IN.**
- Completed and signed Camper Checkout Card - **PLEASE HAVE THIS AT CHECK IN.**

### You could also bring, if you want

- Camera/film
- Cards, favorite books, puzzle books for rest
- Musical instrument
- Hat
- Small daypack to carry personal items around
- Stamped and Addressed Envelopes
- Costumes for Night Activities\*

#### \*Sunday night: The Opening Ceremony

Campers will wear a common color t-shirt, so you don't need to pack anything special!

#### Monday night: Mission Impossible

Campers can wear camouflage or dark colors.

#### Tuesday night: Indian night

Campers will make items in crafts to use during their dance. Some campers choose to get creative with an old t-shirt and decorate it as their Indian Night shirt.

#### Wednesday night: Wacky Tacky Night

Mismatched, colorful costumes!

#### Thursday night: Country night

Attire for the farm!

#### Friday night: Holy Grail

Campers wear white clothes, or light-colored clothing.

### Items to leave at home

- |   |                               |
|---|-------------------------------|
| Footlockers (trunks)                              | Over-the-counter medicine     |
| Laundry baskets (Items will fall out)             | Spending money                |
| Large fans (Personal fans 9" or smaller are fine) | Perfumes/Colognes             |
| Cell phones                                       | Aerosol Cans                  |
| Valuables, such as radios, TV's, iPods, Kindles   | Jewelry                       |
| Fireworks   | 2 Piece Swimsuits (bikinis)   |
| Sheath knives, or any kind of knife               | Halter / Spaghetti Strap Tops |

Please note: **Possession or use of a cell phone or other messaging device is not permitted at camp.** Camp Winnataska is not responsible for any theft/damage, etc. of electronics and other items listed above. If above items are brought to the camp, they will be taken from the camper, and the parents will be contacted. It is the parent's responsibility to come and retrieve these items as we assume no responsibility for them. Please ensure your camper understands this policy.

Camper Name \_\_\_\_\_

Hut \_\_\_\_\_

(to be completed by Director)

**REGISTRATION INSTRUCTIONS**

1. HAMILTON WELCOME CENTER / PARKING LOT
  - Staff will assist you in unloading and labeling luggage to see that it goes to the correct hut.
  - Ensure registration forms are completed for each camper.
    - **CAMP WINNATASKA HEALTH AND MEDICAL FORM**
    - **CAMPER CHECKOUT FORM** (below)

(If not completed prior to arriving at Camp, obtain a copy from Welcome Center to fill out *before* checking camper in.)
  
2. HEALTH CHECK – ENTER **STOCKHAM GYM** THROUGH CANTEEN ENTRANCE AND STAFF WILL DIRECT YOU.
  - **CAMPERS WITH NO MEDICATION**
    - Meet a staff member for a quick health check and turn in **CAMP WINNATASKA PERSONAL HEALTH & MEDICAL FORM.**
  - **CAMPERS WITH MEDICATION**
    - Meet with nurse(s) and turn in **CAMP WINNATASKA PERSONAL HEALTH & MEDICAL FORM.**
    - Each camper will receive a check on their colored wrist band to indicate they have received a health check.
    - Pay remaining balance, if applicable, in the Camp Office.
  
3. DIRECTOR’S HUT
  - **MAINSIDE CAMPERS** – Walk across the bridge to the *Director’s Hut* at the bottom of the hill and check-in.
  - **CHICO CAMPERS** – Walk up Chico Hill to the *Chico Director’s Hut* at the top of the hill and check-in.
  - Directors will greet campers and parents and collect **CAMPER CHECKOUT FORM.**
  
4. CAMPER’S HUT
  - Leaders will greet campers and parents at assigned Huts
  - Retrieve camper’s luggage from designated area.
  - Camper’s can make bed, get settled – and get ready for the best week ever!
  - Parents can stop by the Care Package station and Mail Bins on their way out.

**CAMPER CHECKOUT FORM**

**\*\*Please bring photo identification and be prepared to present ID when picking up minor child.\*\***

- Camper will be picked up at the normal camp session check-out time.
- Mini-Chico Sessions (Sunday arrival) – departure **Wednesday 9:30 a.m.**
  - Weekly Sessions and Mini-Chico Sessions (Wednesday arrival) – **Saturday 9:30 a.m.**

**If a camper needs to leave BEFORE the session ends, departure must occur by 6:00 p.m. Friday evening.**

- Camper will be leaving camp early and **will be picked up by 6:00 p.m. Friday evening.**

IF LEAVING CAMP EARLY, REASON FOR DEPARTURE: \_\_\_\_\_

TIME OF EARLY DEPARTURE: \_\_\_\_\_ NAME OF PERSON(S) PICKING UP CAMPER: \_\_\_\_\_

**THE FOLLOWING PEOPLE HAVE PERMISSION TO PICK UP CAMPER (MINOR CHILD) LISTED ABOVE:**

Include your name and your spouse, if applicable. Also complete the phone number authorized person(s) can be contacted at dismissal time.

Name _____	Home Phone _____	Cell/Alt Phone _____
Name _____	Home Phone _____	Cell/Alt Phone _____
Name _____	Home Phone _____	Cell/Alt Phone _____

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell/Alternate Phone: \_\_\_\_\_



Last Name \_\_\_\_\_ First Name: \_\_\_\_\_  
 Camp session attending: \_\_\_\_\_ Date of session: \_\_\_\_\_

Office use

## CAMP WINNATASKA PERSONAL HEALTH & MEDICAL FORM

Important information: This form (front & back) is to be filled out by parents/guardians of minors (under 19 years of age) or by adult staff members themselves. Bring a copy of this signed medical form and a copy of your medical insurance card with you to registration at camp. If your camper is attending multiple sessions, please bring new copies of both this form and your medical insurance card for **each session that they are attending**.

Name: \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_ Age (at camp) \_\_\_\_\_  
 (Last) (First) (Middle)

Parent/Guardian (Spouse): \_\_\_\_\_ Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 (Street/Box) (City) (State) (Zip)

Cell Phone: \_\_\_\_\_ Other numbers during camp session: \_\_\_\_\_ Date of last physical examination: \_\_\_\_\_

Operations or serious injuries or medical conditions: \_\_\_\_\_

Chronic or recurring illness or medical conditions: \_\_\_\_\_

Dietary restrictions: \_\_\_\_\_

Name of dentist/orthodontist: \_\_\_\_\_

Name of family physician: \_\_\_\_\_

Has female menstruated: \_\_\_\_\_ If not has she been told about it? \_\_\_\_\_

**HEALTH HISTORY** (Check and give date.)

- \_\_\_\_\_ Asthma
- \_\_\_\_\_ Bleeding/Clotting
- \_\_\_\_\_ Chicken Pox
- \_\_\_\_\_ Convulsions/Epilepsy
- \_\_\_\_\_ Diabetes
- \_\_\_\_\_ Frequent Ear Infections
- \_\_\_\_\_ Heart Defect/Disease
- \_\_\_\_\_ Hypertension
- \_\_\_\_\_ Measles
- \_\_\_\_\_ Mononucleosis
- \_\_\_\_\_ Mumps

**IMMUNIZATION HISTORY** (Give date.)

- \_\_\_\_\_ Chicken Pox
- \_\_\_\_\_ Diphtheria
- \_\_\_\_\_ Hepatitis B
- \_\_\_\_\_ Measles
- \_\_\_\_\_ Mumps
- \_\_\_\_\_ Polio (injected)
- \_\_\_\_\_ Polio (oral)
- \_\_\_\_\_ Tetanus
- \_\_\_\_\_ Other (specify)

**ALLERGIES** (Dates not needed.)

- \_\_\_\_\_ Hay Fever
- \_\_\_\_\_ Insect Stings
- \_\_\_\_\_ Poison ivy, oak
- \_\_\_\_\_ Penicillin
- \_\_\_\_\_ Other drugs (specify)
- \_\_\_\_\_ Other (specify)

**IMPORTANT: This box must be completed and signed with attached front and back of Medical Insurance Card for attendance. If, for religious reasons, you cannot sign this form, then the camp should be contacted for legal waiver which must be signed for attendance.**

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed camp activities except as noted.

**AUTHORIZATION for TREATMENT:** I hereby give permission to the medical personnel selected by the camp director to order x-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to secure and administer treatment, including hospitalization, for the person named above. The completed forms may be photocopied for trips out of camp.

**SIGNATURE OF PARENT/GUARDIAN (for minors < 19) OR ADULT STAFF:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I also understand and agree to abide with the restrictions placed on my camp activities.

**SIGNATURE OF MINOR OR ADULT STAFF:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSURANCE COMPANY & POLICY NUMBER** \_\_\_\_\_ **Group #** \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Camp session attending: \_\_\_\_\_ Date of session: \_\_\_\_\_

Is the applicant is under the care of a physician for any conditions? Yes No If yes, specify condition and treatment:

Condition: \_\_\_\_\_

Treatment: \_\_\_\_\_

Activities to be limited or restricted at camp: \_\_\_\_\_

Does the applicant have any medications to be administrated at camp? Yes No

Specify drug name, dose, frequency, routine: \_\_\_\_\_

Given Daily: \_\_\_\_\_

Given as Needed: \_\_\_\_\_

Note: All prescription medications should be brought in **pharmacy-labeled containers**. All prescribed medications must be brought to Health Hut on arrival at camp during registration. Additional "over the counter" medicines are not usually needed.

Any treatments to be continued at camp: \_\_\_\_\_

Additional Health Information: \_\_\_\_\_

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**Interval Record (For Nursing Staff Only)**

Date	Time	Place	Findings\Diagnosis\Etc.	By
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