

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 **conduct code** (signed during registration) and to do their best! Read over the **packing list** together, 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!

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. 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. (See our webpage for our refund/cancellation policy.)

Billing Statement

A non-refundable deposit of \$150 is due upon registering. Full payment is due by April 1, 2012. 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. **Please address your envelope Attention: Catherine Bentley – registrar.** You will be contacted after April 1 if you still owe a balance.

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 and return them to us on time. The following forms **MUST** be submitted the day of check-in at camp:

- Health Form (Please make a copy for your records.)
- Copy of health Insurance Card (front and back)
- Camper Check-out Card (see p. 9)

Health Form and Information

Health Form

The health form can be found on the Winnataska website at www.winnataska.org. We need it 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.

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.

Is your camper currently taking medications (other than antibiotics) that you intend to suspend before or during her stay 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.

Arriving at Camp

Opening Day Procedures

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 on time during designated registration period on opening day (2-3 pm on Sundays, and 1 pm on Wednesdays for mini-Chico campers only.) 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, registration will not open until 2:00 p.m. Please plan your arrival at camp accordingly.
- You will be greeted by a camp staff person who will show you where to deposit your camper's gear. Camp staff will deliver the gear to the appropriate camping areas.
- Campers and parents will then be directed to the check-in station. Please have any necessary forms, and any medication with you.
- When you have checked in 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 and receive their cabin assignments. 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.)
- **We do not allow smoking or pets on camp property for the safety and comfort of everyone.** Thank you for your cooperation.

Leaving Camp

Closing Day Procedures

- Plan to arrive to pick up your camper at 9:30 am on Saturday. 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 check-out day. You will be asked to show your photo-id to an adult. They will give you your Camper Check-Out Card to take to the gym/dining hall area.
 - 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 by the counselors.
- 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.

A 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's Creek, sports and games, riflery and archery all add to the fun.

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.

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.

Food Allergies

If your child has food allergies or other dietary needs, please contact us ahead of time. Supplemental food can be brought to camp.

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.

Mail

Campers love to get mail from home! You are welcome to bring it on Sunday and save postage. There will be drop off buckets at the main gate. Please make sure you put your camper's name and day of the week you want each piece delivered and we'll handle it from there.

If you are sending a care package, please make sure not to send food as this attracts critters of all kinds! **You are only allowed to send packages in small manila envelopes...no boxes!**

Mailing Address: Camper's Name
Name of Cabin
Camp Winnataska
260 Winnataska Drive
Pell City, Alabama 35128

Camper Email

Information how to purchase Bunk Notes (emails to campers) can be found at the Winnataska website. Click on the flashing blue button on the home page. Camper emails are passed out during mail time, after lunch Monday – Friday.

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.**

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 suggested for riding horses.
- ___ Socks – several pairs
- ___ One Piece or Tankini for girls (2) (Modest suits only.)
- ___ Swimsuits for guys (2)
- ___ Pool towels
- ___ Hats and/or bandanas
- ___ Raincoat or waterproof poncho (No umbrellas!)
- ___ Water shoes
- ___ Shoes
- ___ white 100% cotton t-shirt (for crafts)

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)
- ___ 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
- ___ Cards, favorite books, puzzle books for rest
- ___ Stamped and Addressed Envelopes
- ___ Fan
- ___ Costumes for Night Activities*

Sunday night: GLO-Show

Campers wear neon clothing and bright colors.

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: Winnataska Olympics

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

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, CD players, iPods | Jewelry |
| Fireworks | 2 Piece Swimsuits |
| 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 parent's 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: _____

(Filled in by director)

Registration Instructions

Step One: Hamilton Welcome Center

- Put camper luggage in area marked "Chico luggage" or "Mainside luggage."
- Receive Camper Checkout Form (below). Get a copy of the Health Form (if needed).
- If applicable, pay remaining balance.
- If you have questions prior to registration, please see the information table by the camp gates.

Step Two: Health Check – Health checks are done in Stockham Gym

- All campers go through the doors of the canteen at Stockham gym. Staff will direct you to a health check station. Turn in your health form here when you meet with the wellness staff.
- Campers with medications will be directed to the stage to meet with a nurse. Turn in your health form here.
- Bathrooms are available in the gym.
- Mainside campers will exit out of the back of the gym and head across the bridge. Chico campers will go up the stairs to Chico Hill. Staff will be stationed to direct you.

Step Three: Director's Hut

- Find out your hut assignment from the directors.
- Turn in your Camper Checkout Card (below) to the weekly director.

Step Four: Your Camper's Hut

- Leaders will check to make sure that campers have visited all stations.
- Make your bed, retrieve your luggage, and give goodbye hugs.
- Campers will receive their t-shirt from their leaders. Leaders will mark names in them.

Step Five: Mail Call

- Parents can visit canteen to make a care package for their child if they wish to do so.
- Parents can drop off mail in the mail bins at the information center.
- Have a safe trip home and a great week!

Camper Checkout Form

If a camper needs to leave before Saturday at 9:30 a.m. (or Wednesday at 9:30 a.m. for mini Chico camps), the directors must be notified in advance and they must be picked up by 6:00 p.m. on Friday. We cannot accommodate early departure on Saturday morning.

___ My camper will be picked up at the regular check out time: Saturday at 9:30 a.m. or Wednesday at 9:30 a.m. (mini-Chico).

___ My camper will be leaving camp early. (See important note above.)

Reason for early departure: _____ Day/ Time of departure: _____

The following people have permission to pick up my child. (Please include your spouse if applicable).

1. Name: _____ Phone: _____ Relationship to camper: _____

2. Name: _____ Phone: _____ Relationship to camper: _____

3. Name: _____ Phone: _____ Relationship to camper: _____

Parent/Guardian signature _____

Date: _____

Home Phone: _____

Cell Phone: _____

****Please bring your photo identification when you pick up your child****

Office Use Only

Last Name: _____ First Name: _____
Camp session attending: _____ Date of session: _____

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: _____

Interval Record (For Nursing Staff Only)

Date	Time	Place	Findings\Diagnosis\Etc.	By
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