



**PARENT/GUARDIAN
Handbook**



CREX MEADOWS YOUTH CONSERVATION CAMP

P.O. Box 616, Ashland, WI 54806
1-888-780-4237
Director- Suzannah Crandall

Dear Parent(s)/Guardian(s)-

Congratulations to your camper for securing his/her slot at camp this summer. We are looking forward to another summer of hard work and lots of fun.

As you and your camper prepare for their departure for camp, keep in mind that it is both a very exciting and somewhat nerve wracking experience for both parties. Your camper may or may not know other campers in their session, this may be their first experience away from home for such a long period of time and they may be nervous about the outdoor work expected of them while at camp. All are normal concerns and your role helping to reassure them is very important.

A few helpful hints to help calm any of their nerves include: reciting any positive experiences you had during your camp days; telling them how proud you are that they are taking on the challenge of camp; remind them of the good things that will come out of their experience (they get to be outside, make new friends, gain new skills, make money and receive education credits for school) and/or direct them to the Crex Meadows Youth Conservation Camp *Facebook* page to look at camp from previous years. There is also a Crex Camp YouTube video that offers a good example of typical camp activities. Reassure them that it will be a great experience and will be lots of fun (I will make sure of it 😊)!

As you read through the following handbook, many of your questions about camp will be answered. If you have any additional questions about camp, please call me. Encourage your camper to read their handbook as well so they know what they have to look forward to and what is expected of them at camp.

Thank you for your support of the Crex Meadows camp and on behalf of the entire staff, we look forward to seeing both you and your camper at Crex Meadows this summer. If you have any questions or concerns, please do not hesitate to call me at (715) 682-9141.

Sincerely,

Suzannah Crandall
Camp Director

Revised in 2014

Electronics Policy



NO electronics, including phones or music players of any kind, are allowed in a camper's possession during camp activities. This includes no access to electronics during the work day, recreation time or during meals. Access to personal electronics will be allowed during Tech Time each week.

TECH TIME: CELL PHONE & MUSIC PLAYER ACCESS & PRIVILEGES

Each week campers will have access to personal electronics (phones and/or music players) during *Tech Time*. This is an opportunity to call home, contact friends or loved ones that may want to be updated about their time at camp. We encourage campers to bring their own phones to camp to insure they have access to necessary contact information. *Tech Time* will also allow campers to enjoy their own music if they choose to bring their music player (iPods, MP3 players, etc.). Please be aware that if the phone/music player is the only method the camper has of taking pictures, they will need to plan accordingly for non-*Tech Time* photo opportunities.

When campers arrive at camp, they will be asked to turn in their phones and any other electronics. The items will remain securely locked up until the designated *Tech Time*.

The Crex Meadows Youth Conservation Camp is not responsible for the loss or damage to any music player, phone or other personal belongings while at camp.

WHY NO ELECTRONICS?

We firmly believe that limited access to phones, social media sources and other electronics gives campers the opportunity to take a break from the pressures of their social drama and focus on themselves, their experience and forming quality social bonds through face-to-face interaction with their fellow campers and camp staff. A camper's experience at camp with limited technology, although challenging, has proven to be an extremely positive and rewarding one.

If a camper chooses to disregard the policy of turning in their electronics at the beginning of camp, or any device in an inappropriate manner during the designated times, they will immediately be dismissed from camp and a parent/guardian will be contacted to arrange for transportation home.

Full-time camp staff members are required to carry a cellphone at all times for emergency purposes and are to use them at their discretion.

*The Crex Meadows Youth Conservation Camp is not responsible for the loss or damage to a any music player, phone or other personal belongings while at camp. The use of a camper's personal belongings by other campers is up to their discretion. A short discussion regarding music player and cellphone usage at camp will take place on the first evening with the campers. ***These privileges may change throughout the summer at the discretion of the camp staff.****

Thank you for your support and understanding as we try to navigate through this ever-changing world of our technology based lives. If you have any questions or concerns regarding this policy, please contact me at (715) 682-9141. Suzannah Crandall - Camp Director



Transportation

How will my child get to camp?

You are responsible for your child's transportation to and from camp.

Can my child drive his/herself to camp?

No. Due to limited parking and liability, we cannot allow campers to drive themselves to camp, unless **prearranged** with the camp director. The keys of the vehicle will then be held by camp staff and campers will not be allowed to access their vehicles for the duration of camp.

Can my child ride with someone else to camp?

Yes. If you are arranging to have someone other than you or a legal guardian drop-off or pick-up your child from camp, you will need to send a written permission note identifying this person. You or whomever drops off your child will be asked to fill out the **Sign-IN/Sign-OUT** sheet to show who was responsible for dropping the child off and who will be picking them up at the end of camp. For liability reasons, at the end of camp, only people listed on the Sign-OUT form will be allowed to leave with that camper.

When should my child arrive at camp?

Campers should be dropped off between **3:00-4:00 p.m. on the 1st Sunday** of their session. **ALL** campers must be picked up between **10:00-11:00 a.m. on the 2nd Friday**. It is extremely important that campers arrive and depart during those hours, as we cannot guarantee staff availability at other times. Please call if you have transportation issues on drop-off or pick-up day: (715) 463-3230

What if my child needs to leave before camp is over?

If your child must leave before the last day of camp because of a disciplinary problem or pre-arranged absence YOU are responsible for the transportation of your child. If your child is sent home due to disciplinary problems, you **must** arrange to come to get your child that same day. There is no bus service from Grantsburg. Children who are in severe violation of camp policy or breaking the law will be turned over to the Grantsburg Police Department.

Can I take my child back and forth during their session?

With a few exceptions, the answer is no. The effects of leaving the camp are felt not only by the child, but also by the entire camp. Therefore, we ask that unless it is an emergency your child remain at the camp. This restriction applies to sporting events and family vacations as well. Please try to plan in advance.



Medical Information



Who will be taking care of my child if they get hurt at camp?

All camp Counselors and the Director are trained and certified to offer medical attention to your child. They will use their training and good judgment to make informed decisions as to the care that should be offered. If additional medical attention is required, your child will be transported to a nearby medical facility.

Will I be informed if my child is hurt or injured?

It is our goal to provide the same level of care that parents would provide for their own children. The Crex camp staff will contact you or your designated emergency contact in the following situations:

1. Off-site medical care – an event which requires a trip to a hospital or medical facility
2. Change in level of consciousness (i.e. fainting or seizure)
3. Initiation of any prescription medication
4. Fever of 102 degrees Fahrenheit or more
5. A persistent complaint that may necessitate your child leaving camp early

Does my child need to have medical insurance to attend camp?

Campers are covered by Worker's Compensation during normal work hours. However, primary medical coverage is **REQUIRED** for every camper. Should your child require medical attention we will submit your insurance carrier number to the doctor or hospital. If prescriptions are necessary you must reimburse the camp if you do not have coverage. Crex Meadows Camp will not pay for medical expenses for your child that are not work-related.

What do I do with my child's medication?

If your child is bringing medications of any kind to camp you **MUST** complete the Prescription Medicine Instruction form once you arrive at camp. *All medications brought to camp by a camper must be in containers that are clearly labeled to include the name of the camper, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician must be labeled to include the name of the prescribing physician, the prescription number, date prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions as needed.* The Crex Camp staff is responsible for storing and administering all medications. **NO ONE IS ALLOWED TO KEEP ANY MEDICATIONS IN THEIR POSSESSION** (this includes vitamins)!

What regular medicines are available at camp?

The camp keeps a sufficient supply of all over-the-counter medications such as pain relievers, sore throat, cough medications, and upset-stomach soothing medications. Please do not send these types of medications with your child, they will not be allowed to keep them.

What to Expect?

What happens when we arrive at camp?

The first day at camp is very exciting but can be a bit hectic. Old friends are getting reacquainted and it can be overwhelming for new campers. Everyone is excited and nervous.

When you arrive:

- Look for camp staff in their camp T-shirt with STAFF printed clearly on the back. They will welcome you and direct your camper to the bunk house to drop off their stuff.
- You, or whoever drops off your child, will be directed to the mess hall to meet with the camp director to: 1) fill out the Sign-IN/Sign-OUT sheet, 2) review your camper's application, 3) update the medicine instruction form for your camper and turn in any medications they will need during camp, 5) discuss any specific camp details that are necessary and 4) answer any questions or concerns.
- Your camper will get a nametag, a combination lock for their locker, raingear, a camp water bottle and t-shirt.
- Campers will be required to turn in all electronics at this time.

Can I talk to my child's Counselor or my child during their session?

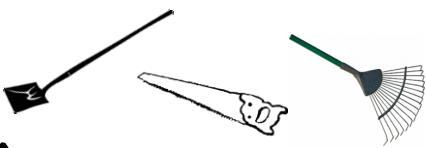
While camp is in session, communication is generally done through mail and during *Tech Time*. See the *Electronics Policy* or ask for details when you arrive at camp. In the case of an emergency the Camp Director or a camp Counselor will be available to respond and assist you. If you have a situation or question you need to talk to a counselor about, please call the camp director to arrange a time to speak with them. The number for the camp is (715) 463-3230.

How can I find out how my child is doing?

Campers are encouraged to write home and will have the opportunity to call home a few times during their session. Please do not assume something is wrong if you do not hear from them. If something is wrong, we will contact you. Children often become absorbed into the camp experience and are having so much fun they simply prefer to tell you about their experience once they arrive back home.

How do I respond to a homesick child?

Crex camp involves physical labor that many youth are not accustomed to, and despite our best efforts fatigue and frustration can lower a child's spirits. Please remember that this is a temporary situation and is best left to work itself out. You can assist us by being supportive of your child if they call by being careful about the content of conversations. Do not go on at length about activities at home and what your child is missing by being at camp. Be sensitive to your child, but firm and encouraging. This is a first job for many youth so by encouraging any negative outlook they have about camp and camp activities and/or allowing them quit can set a bad example for future jobs and difficult tasks. Campers who accomplish goals and complete the camp will be more self-confident and better prepared to face challenging situations in the future.



At Camp

What will my child do during the day?

Campers will work in groups on projects designated by WI Department of Natural Resources or Habitat for Humanity. Projects in the past have included: exotic species removal, trail maintenance and Canada geese banding and “build” projects. In the evenings, campers participate in hands-on educational activities taught by camp staff and special presenters.

Can my child do laundry?

Your child will be able to do laundry the first week at a local laundromat. They should bring about 6 dollars in quarters to complete their load(s). Laundry soap may be purchased at the laundromat or a small container of soap may be sent from home. If needed, instruction on how to do laundry will be provided.

How much money will my child need at camp?

It is not mandatory for your child to bring money however, campers have the option to purchase one soda (50 cents) and one candy bar (1 dollar) or snack each evening during “Canteen.” They also have the chance to stop at a convenience store before the weekend trip when they are allowed to purchase a few items to take with. Finally, they are encouraged to wash their laundry after their first week at camp. *Campers are responsible for monitoring their money and camp is not responsible for lost or stolen money.*

Is there a secure place for my child’s money and belongings at camp?

Campers are provided with combination locks for their camp lockers upon their arrival. It is **HIGHLY ADVISABLE** for your child to keep all of their belongings (except for wet, dirty clothes and shoes) in their locker, locked while they are not in the bunkhouse. *Campers are responsible for monitoring their own belongings and camp is not responsible for lost or stolen money.*

Where will my child sleep?

Each camper will have his/her own single-sized bed as part of a set of bunk beds. The camp has some bedding available for camper use however, it is preferred that campers bring their own bedding. American Camping Association guidelines require sheets and a blanket. Sleeping bags can serve as an over blanket, but cannot substitute for linens.

What should my child wear at camp?

Camp is a place for OLD clothes, they will get dirty. See the packing list for more details. *Crex Camp does not take responsibility for clothing or other personal items that may be damaged, lost, or stolen.*

\$ ✉ # Important Details

Can I send mail to my child?

YES! Campers love to get mail! Mail takes a long time to be processed so send letters early!
Address all mail to:

Camper's full name
Crex Meadows Conservation Camp
102 East Crex Avenue
Grantsburg, WI 54840

Helpful Hints When Writing:

- If you miss your child, don't let it show too much—your child will want to come home to cheer YOU up.
- When you are finished packing with your child's help, hide a letter in their luggage for them to find when they arrive. It will give them a great start.
- Mail a letter **3+ days before** your child leaves for camp telling them how proud you are of what they are doing, their new friends, how they are trying new activities, and how well they are doing.

How can I get in contact with my child if there is an emergency?

If you must get in contact with your child please call either the camp phone or the CEP, Inc. main office in Ashland and leave a message for the Camp Director. The Camp Director or a camp staff member will be in contact as soon as possible.

Camp Phone: (715) 463-3230

CEP, Inc. Main Office: (715) 682-9141

When will my child be paid?

Your child will receive one paycheck covering both weeks of their work experience. This check will be processed at our administrative office and mailed to the address listed on the camper's application. If you would like the check to be mailed to a different address than is on file, please tell the Camp Director when you drop your child off at camp. The check should be received approximately a week after the camper returns home from camp.

What is NOT ALLOWED at camp?

Weapons of any kind, tobacco, alcohol, or other drugs are absolutely not allowed at camp.

Campers that possess these items will be sent home. Fireworks, decorative lights, walkie-talkies, lighters, matches, pocket knives computers, certain music players and other electronic equipment are also not allowed at camp. *The camp is not responsible for the loss or damage of any personal items a camper chooses to bring to camp.*



Packing List



Linens and Personal Items

- Bath towel
- Swimming towel
- Wash cloth
- Soap
- Shampoo/ Conditioner
- Deodorant
- Comb or brush
- Toothbrush/ Toothpaste
- A positive attitude (required)
- Pillow
- Sleeping bag and linens
- Laundry bag

Clothing

- Swimming suit (camp appropriate)
- 12 pairs of socks, including some high enough for boots
- 3 pairs of shorts
- 3 pairs of work jeans/ pants (they WILL get dirty)
- 2 pair of jeans/ pants for non-work hours
- 7 lightweight shirts (bring at least 4 for working in)
- Sweatshirt /Jacket
- A sense of humor
- Pajamas
- A hat
- 1-2 Tennis shoes/comfortable walking shoes
- Flip flops or sandals

Other IMPORTANT Items

- Special medications (prescriptions must be turned in at start of camp)
- A desire to learn!
- Pocket money for laundry, canteen and convenience store items (\$15.00 +/-)

Optional Items

- Stamps*, envelopes* and stationary
- Rain gear*
- Flashlight* (*available at camp)
- Camera (refer to electronics policy for rules on cellphones and music player cameras)

Please DO NOT pack bikini swimsuits, short-shorts, tank tops, tube tops, midriff shirts, sleeveless shirts, “muscle shirts” and offensive t-shirts or caps.

DO NOT BRING

- ✓ **Tobacco, alcohol, or other non-prescription drugs**
- ✓ **Weapons of any kind**
- ✓ **Computers, hand-held games, etc.**

*****If these items are in a camper’s possession during camp, confiscation and disciplinary action will be taken.*****

Camp provides each camper with the following work equipment/gear upon their arrival:

- ✓ **Work Boots**
- ✓ **Leather work gloves**
- ✓ **Water bottle**
- ✓ **Rain gear****
- ✓ **Safety glasses****
- ✓ **Combination locks****

- ✓ **Insect repellent and sunscreen is available at camp. If a specific type or brand is required, please pack it.**

****These items must be returned at the end of each session.**

***** The camp is not responsible for loss or damage that may occur to any personal belongings.*****

