



# **Woodson YMCA Camp Sturtevant**

## **Parent Handbook Summer 2024**

**Day Camp  
Explorers Camp  
Leadership Camp**

**(715) 849-2267**  
[camp@woodsonymca.com](mailto:camp@woodsonymca.com)  
[www.woodsonymca.com](http://www.woodsonymca.com)

Wausau YMCA  
**(715) 845-2177**

Aspirus YMCA  
**(715) 841-1850**

***PLEASE READ CAREFULLY - Important information regarding medicine, sun screen, bug spray, dates, & times that will help parents and campers enjoy their time at camp.***

Dear Parents,

Welcome to the Summer Camp! The Camp Program Director at the Woodson YMCA has planned another year of exciting camping opportunities for your children. It is our mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The purpose of Woodson YMCA Camp Sturtevant is to provide a unique, positive, educational and recreational experience for children ages 5 – 12. Camp Sturtevant is located on 10.2 acres of both wooded and green space for kids to explore, play and learn. We offer plenty of space for large motor games, nature activities, swimming in the Eau Claire river (lifeguards and waterfront supervisor present). We have a lot of playgrounds, facilities for arts and crafts and games and so much more. Please set up an appointment to visit us at 2701 Northwestern Ave, Wausau, WI 54403.

Campers participate in well planned, age appropriate activities all day long. Campers experience boating activities, arts and crafts, swimming, marksmanship (slingshots, BB guns, archery), field games, nature and much more each week at **Camp Sturtevant**.

**Explorers Camp** offer campers aged 10-14 their first overnight camp experience housed on-site out of Riverside Lodge at Camp Sturtevant.

**Leadership Camp** offers 13 to 15-year old's the chance for out-of-camp overnight adventures while fostering leadership and teamwork skills.

**We are excited to create a dynamic and unforgettable experience for your camper(s) this summer and will continue to offer family friendly pricing options and fees.**

The Program Directors carefully choose and train summer staff to implement the YMCA core values of caring, honesty, respect, and responsibility in all aspects of programming while providing a safe and fun-filled summer experience for your children!

Whether you are looking for one week of great outdoor fun or the whole summer, the Woodson YMCA has a program to fit your family's needs. Scholarships are available for those who qualify.

With Gratitude,

**The Camp Sturtevant Leadership Team**

**Camp Sturtevant Office Phone – (715)-849-2267 – [Camp@WoodsonYMCA.Com](mailto:Camp@WoodsonYMCA.Com)**

## ADMISSIONS

### License Capacity

**The Woodson YMCA Camp Sturtevant has a licensed capacity of 250 campers.**

**Hours of Operation:** 6:30AM to 6:00PM

**Days and Months of Operation:** Camp runs M-F each week. We are not open on July 3-4<sup>th</sup>. Camp operates June, July and August.

In order for the YMCA Camping Programs to meet Wisconsin State Licensing Guidelines, we will need your assistance in properly filling out forms and providing information. We thank you for your cooperation and assistance in these matters. You can find a copy of DCF 252 and our Camp Policies in our Main Office and by the Family Lodge Parent Board when you walk in the facility.

The Day Camp license, all licensing inspections, notices of enforcement, stipulations, conditions or exceptions that affect the license are posted on the Family Lodge Parent Board and in the main office.

A written delegation of authority will be submitted to licensing and posted on the Family Lodge Parent Board and in the main office.

### Payment

**The balance of each camper week is due by 11:59pm on the Wednesday if paying weekly and by the 10<sup>th</sup> of each month if paying monthly.**

**Late Pick UP:** An additional \$10.00 late fee will be charged for each week not paid by the deadline. Please make sure your payment method is on file in CampMinder.

If there is a declined payment or NSF Camp Leadership will contact you and this must be rectified in order for your camper to continue attending.

**It is the responsibility of the camper's parent or guardian to make full payments on time. Campers may not attend camp if full payment has not been received.**

### **Woodson YMCA Camping Service Programs Attendance, Refund, and Credit Policy**

Summer camp programs are full weeks only. We do not offer part time rates. In addition to the Woodson YMCA policies laid out in its Program Guide, camping program participants are subject to the following guidelines: To be eligible for any credit, it is the parents/guardian's responsibility to cancel out of programs. If a cancellation does not occur and there is no attendance, credit may not be issued.

- All cancellations MUST occur two weeks before the program's first day.
- Campers are not eligible for refunds or credits for partial or single day absences and/or illnesses.
- Please plan vacations around camp schedule, we do not provide credit for partial weeks.
- Deposits are transferrable within the program, i.e. from one week to another, and must be made before the particular week being transferred starts.
- The Camp Leadership may review each situation based upon circumstances and any adjustments or changes to fees and policies will need to be approved by the appropriate Leadership.
- Children discharged from Camp for behavior matters will receive refunds minus the non-refundable deposit for all registered sessions starting the full week after being discharged.

## Registration & Deposits

All registration is handled online through CampMinder.com under our camp page. On our Camp Sturtevant registration page click on "Register Now".

## Registration

A \$20 deposit per week is due at time of registration. This will be applied to each week of camp that is enrolled in. This is a non-refundable payment.

Most Frequent Question: Do I have to complete the Health History Form, Emergency Care Plan and provide immunization records if I attended last year?

**YES.** *State licensing requires that immunization and information on the Registration Form be completed each summer and be updated in each camper's file.*

## Registration Deadline

The deadline to register for a week of camp is 11:59pm two weeks prior to that session. We will not accept any registrations after 11:59pm two weeks prior to the session. Registrations after the deadline must be cleared by the Camp Office.

**WALK UP REGISTRATIONS** the day of a program's start **WILL NOT BE ACCEPTED** at Camp Sturtevant. You must contact the Camp office for further questions.

## Discounts

If you register prior to Early Bird registration ending you will receive a discount of \$10 per week. We also offer discounts if you are a member of the Woodson YMCA.

## Financial Assistance

Understanding that families have differing abilities to pay, we pride ourselves in working with families and collaborating organizations in extending the opportunity to all children and families the chance to experience a YMCA Camp Program. Day Camp, and Afternoon Camp are licensed through the State of Wisconsin and therefore eligible to accept families that receive assistance through the State's Department of Children and Families.

Additionally, Financial Assistance is offered to qualifying participants through the YMCA's Community Partner's Campaign. Families that qualify or would qualify for a school district's Free and Reduced Lunch Program will likely qualify for Financial Assistance. Applicants must provide information on household size and income. Applications will be accepted beginning in February and Camp Scholarships are granted on a first come, first served basis until funds are exhausted.

For Day Camp, Explorers Camp, and Leadership Camp, there is a parent co-pay. For campers who qualify, the remaining balance will be covered by a scholarship through the generosity of our donors and our Y For All Campaign.

The camp leadership team will review all applications on a case-by-case basis and make decisions on scholarship allocation. The camp leadership team may deviate from typical scholarship allocation amounts (both in number of weeks and co-pay amount) in situations that they deem it appropriate. A family receiving, or qualifying for (but not utilizing) child care assistance through the state of Wisconsin may have an impact on their eligibility to receive YMCA scholarships. The Woodson YMCA and Camp Sturtevant reserve the right to request pertinent documentation, such as tax returns, CCA denial letters, and or other income related documents to prove a family's eligibility for scholarships. Failure to supply such documents or supplying

inaccurate information is grounds for denial of camp scholarships. To apply for Camp Scholarships and Financial Assistance, please visit Camp Sturtevant payment and program policy page and click the Woodson YMCA Camp Scholarships button.

**PLEASE NOTE:** Due to the huge volume of registrations we receive near the Early Bird deadline we have a black-out period for scholarship applications around that date. Scholarship applications will not be reviewed from **May 11<sup>th</sup>- May 15<sup>th</sup>**. All scholarship applications submitted during this blackout period will be reviewed in the order they were received starting on May 16th. We can only review so many applications at a time. As such, we strongly recommend you complete your scholarship application early in the registration period and before the early-bird deadline.

### **Camp Tours**

Please call direct office line (715) 849-2267 to schedule a camp tour for you and your child.

### **Directions**

Camp Sturtevant is located on Northwestern Avenue, 1.8 miles from County N (Town Line Road) and ¾ mile from Camp Phillips Road. Our location is 2701 Northwestern Avenue, which is less than 4 miles from the downtown YMCA! Our corporate mailing address is 707 3<sup>rd</sup> Street, Wausau, WI 54403.

From Grand Avenue you turn East on Town Line Road. Continue East until you pass Kraft Foods parking lot. Turn right on Northwestern Ave. (only goes right). Travel on Northwestern approximately 2 miles. Camp Sturtevant is on the right.

From Highway 51, take 29 East to Camp Phillips Road exit. At the top of the exit turn left (north), cross Schofield Ave, Ross Ave, and the Eau Claire River. Turn left onto Northwestern Ave. Camp is on the left approximately one mile from Camp Phillips Road.

### **Open Admission Policy**

Woodson YMCA Camping programs are operated in accordance with all state and federal policies, which prohibits discrimination on the basis of age, race, color, sex, sexual orientation, creed, disability, religion or national origin or ancestry.

### **Requirements of Care / Special Needs**

YMCA camps are designed to provide accessibility for children with moderate visual, auditory, orthopedic, mental and emotional challenges. Camp Sturtevant does not provide one-to-one staff to camper care. Campers are expected to be able to integrate with a group of other campers and transition through regularly scheduled camp activities throughout the day. All Campers must be potty trained. Please discuss all extenuating situations with the Camp Director prior to registering if your camper does not meet this.

### **Discharge of Enrolled Children**

#### **Parent Termination**

It is the responsibility of the parent/guardian to notify the Woodson YMCA Camp Sturtevant two weeks prior, if their child will no longer be attending camp or payment will still be applied. We ask that this is in writing.

#### **Mutual Decision Between Parent and Camp**

In the event that the Camp and the parent/guardian agree that the enrollment of a child in the camp is not in the child's best interest, the notification will be waived.

### **Woodson YMCA Camp Sturtevant Termination**

In the event that a parent/ guardian and staff are unable to come to a mutually satisfying course of action after identifying and processing a problem, the Camp Director reserves the right to cancel the enrollment of the child for one or more of the following:

1. The child has special needs of which the staff or the facility is unable to meet effectively.
2. The parent/guardian fails to observe the policies set for them by the camp.
3. Excessive behavioral problems that endanger themselves or others.

### **Termination**

The Woodson YMCA Camp Sturtevant reserves the right to disenroll a child if his/her behavior is harmful to the other children, staff, or to a child. Steps taken to help the child learn more appropriate behavior will be documented, and parents will be informed that a child's enrollment is in danger of being discontinued if the behavior continues. Decision regarding enrollment termination and the timeframe involved in making this decision are based upon the severity of the behavior, the child's age, the length of time the behavior has been occurring, and the family's willingness to work with the staff to help the child.

**A child may be dis-enrolled if a parent is not cooperative, fails to pay, fails to submit health forms, or fails to observe hours of operation. Leadership Team members reserve the right to terminate a child's enrollment if the child cannot adequately adjust to the program.**

### **Staff**

Our camps are staffed with well-trained, qualified, enthusiastic adults certified in CPR and First-Aid who are eager to help your child have the time of their life while learning and forging friendships in an outdoor environment. We maintain safe camper to staff ratios in accordance to state licensing.

### **Authorized Persons to Pick-up Campers**

For your camper's safety, we will not release any camper to an unauthorized person. Authorized persons are either the people designated on the registration form or people who are identified to the Camp Director or Program Director by a previously authorized individual. **A photo ID is necessary** to check out your camper at the end of each day if camp staff do not recognize your or are not familiar with you. Please understand this is a safety measure taken for the well-being of **all campers** and is in no way a reflection of you. If, by the 6:00pm program ending time, a camper has not been picked up by authorized individuals, camp staff will make every effort to contact authorized individuals until a person is contacted and pick up is arranged. The camper will always be with staff members until the camper is picked up by an authorized person. If there are any specific unauthorized individuals who may try to pick up your camper, please alert camp leadership staff as soon as possible. This will enable our staff to be prepared and have a plan to ensure the safety of your camper.

### **Medicine**

If your child takes medication during the camp day, the medicine and a schedule for taking the medication should be turned into Camp on the first day your camper attends. An "Authorization to Administer Medication" form is available for completion at Check-in and must be completed. ANY MEDICATION THAT IS GOING TO BE DISTRIBUTED AT CAMP NEEDS TO BE ACCOMPANIED BY A SIGNED DOCTOR'S NOTE OR PILL BOTTLE WITH SPECIFIC INSTRUCTIONS, DOSAGE AMOUNTS, AND TIMES MEDICATIONS NEED TO BE DISTRIBUTED. Camp staff will not accept pills or other medication brought to camp in Ziploc baggies or other unmarked containers. No over the counter medications may be given to campers by Camp Staff unless there is a doctor's order. All leftover medicine will be discarded one week after camper's last day of camp unless other arrangements are made. Insurance for health-related matters must be covered by the parent or guardian.

## **Illness and Absences**

Campers' appearances will be observed for symptoms and conditions upon their arrival at camp. If a camper is feeling ill, please be sure to keep him/her home to get plenty of rest and **notify us at camp 715-849-2267** if your child will not be attending. Children must be fever free for 24 hours in order to attend camp.

If a camper becomes ill while at camp, we will notify parents to discuss whether he/she should be picked up or stay in a quiet resting area of camp. Camp Sturtevant IS REQUIRED by state licensing requirements to send a child home that is suspected to have an illness or a contagious disease.

If a camper does not arrive on a regularly scheduled day by 10:00am for Day Camp, and 1:00pm for Afternoon Camp, camp will attempt to contact the camper's parents/guardians to ascertain the camper's whereabouts. If the camper is expected to arrive at camp from summer school and does not arrive as scheduled, camp will immediately attempt to contact the school/facility or if need be the camper's parents/guardians to determine the child's whereabouts. If either school district summer school program alerts camp that a child is absent from summer school for the day, camp will not contact parents/guardians.

## **Wildlife and Pets**

YMCA Camps offers campers an opportunity to experience the outdoors and the wildlife that inhabit camp in its natural state. Camp programs are structured so that both the campers and creatures that are a part of camp can cohabitate together. If wildlife becomes a nuisance, camp staff will ensure the safety of the campers by placing themselves between the animal and moving them to a safe area. Leadership Staff will contact local authorities to have it relocated. If a camper is bitten or scratched by an animal, parents/guardians and a veterinarian will be notified immediately.

## **Behavior Management**

Camp staff are trained to implement behavior management techniques that include positive guidance, redirection, and the setting of clear limits and expectations. With the goal of helping each child develop self-control, self-esteem, and respect for others. Campers are held responsible for their actions and are expected to follow the YMCA four core values of honesty, caring, respect, responsibility.

## **Camper Behavior**

Camp programming is designed for group participation and interaction. Attempts to correct behavior through action plans, behavior contracts and parent/guardian meetings will be held to instill potential changes. Behavior that disrupts programming, endangers self or others, disrespects property of others, or requires repeated one-to-one attention may result in the camper being suspended and/or discharged from camp. General Behavior Management Guidelines are listed below:

- Problem behavior addressed by on site staff.
  - Parents/Guardians notified based on seriousness and/or if behavior persists.
  - Suspension or temporary removal may be warranted.
- Action plans with set time line created and put into place for camper's continuation in programs.
- Follow up meetings are set.
  - Based on outcome – decision made regarding continuation or removal from programs

## **Camp Store**

Campers may purchase sport drinks, juices, snacks, ice creams, and other goodies daily at our Camp Store. This is an additional fee. You may purchase gift cards through CampMinder.

### **Pre-Care and Post-Care**

Pre and Post-Care offers a less structured time for campers to enjoy the outdoors, visit with their friends and have free play time in designated supervised areas of camp.

Pre-Care: **Campers may be dropped off as early as 6:30 a.m. at Camp Sturtevant.** All campers must check in upon arrival. **We will not check campers in before 6:30am!**

Post-Care: Post-Care will be held from 4:00 p.m. – 6:00 pm **sharp!** Parents may pick up their children at any time, but we recommend waiting until after 3:00 p.m. when our core programs have concluded. Parents must sign out their children with one of our camp staff. **Persons picking up campers must be listed as a parent authorized pick-up on the camper's registration form and show a photo ID to pick up their camper.** Late pickups will result in a late fee of \$1 per minute; warnings and fee charges will be communicated to parents via the Camp Director.

### **Insect Repellent & Sun Screen**

We suggest you have your child apply a lotion or cream before arriving at camp. **IF YOU WOULD LIKE YOUR CHILD OR CAMP STAFF TO BE ABLE TO APPLY BUG SPRAY OR SUN SCREEN AT CAMP, YOU WILL NEED TO SPECIFY THIS ON YOUR REGISTRATION.** Any changes in the type of sunscreen or bug spray must also be recorded by the parent/guardian on the form at Check-In. Be sure to clearly mark the bottle with your child's name. We also suggest that you teach your child the proper application of insect repellent and sun screen so it is applied safely.

### **Please Do Not Bring**

- |               |                     |              |
|---------------|---------------------|--------------|
| ▪ Money       | ▪ iPads/Electronics | ▪ Candy      |
| ▪ Cell Phones | ▪ Toys/Valuables    | ▪ Soft Drink |

**Due to confidentiality phones will be collected upon arrival and returned at the end of the day. It is the parent/child's responsibility to turn in phones upon arrival.**

### **Lost and Found**

We highly recommend **writing the camper's first & last name on everything they bring to camp.** The YMCA is not responsible for lost items. All lost and found items will be kept for **two (2) weeks of camp.** All lost and found items will be posted to Camp Sturtevant Lost and Found Facebook page. At that time, lost and found is donated to charity organizations.

### **Emergencies**

If your camper is involved in an emergency situation, camp staff will follow emergency procedures immediately. First Aid measures will immediately be put into practice and an ambulance will be contacted or the camper will be transported to the emergency room if camp staff deems it necessary. Camp staff will call parent/guardian and or the emergency contact listed on the registration form as soon as possible. If a parent is not present a staff member will stay with the child until their parent arrives, including an ambulance ride. They will have all medical information we have on file with them to assist doctors. If emergencies services are required, the Village of Weston is our EMS provider and St. Clare's Hospital is our closest medical center.

## **Day Camp (Ages 5-12)**

### **What to Bring**

Campers should bring on a daily basis: (Items with first and last names on it)



- A back pack to carry everything in
- Swimsuit
- Towel
- Tennis Shoes that are closed toed or sandals that have a backstrap
- Sunscreen/Bug Spray
- Raincoat
- Sweater, Sweatshirt, or Light Jacket when cool
- Extra change of clothes on a rainy day

In addition, for overnights please bring:

- Sleeping Bag or Blankets
- Pillow
- Pajamas
- Toiletries as needed
- Change of clothes for Friday morning

**Be sure to mark all items clearly with the camper's first and last name.** If your child does lose something at camp, please contact staff as soon as possible. YMCA Camping programs and the Woodson YMCA are not responsible for lost items.

### **Rainy Days**

Camp will go on! If the weather is warm and the rain is light, we will be outside for at least some portion of the day. We suggest packing a spare set of dry clothing and a raincoat for these days. If we cannot be outdoors, games will be played indoors, along with stories, songs, and skits.

### **Severe Weather**

Camp has a severe weather scanner for early warning and communication steps in place in the event that severe weather strikes. Camp Sturtevant, Woodson YMCA (Wausau), and the Aspirus YMCA have designated storm shelters. Campers will be moved inside to an appropriate area upon first warning of dangerous weather.

**Please do not come to camp until the severe weather has passed.**

### **Food**

Campers will be provided breakfast, afternoon snack and lunch every day. Camp will supply milk each day. We are part of the Summer Food Service Program (SFSP). Breakfast is from 9:00 – 9:30AM, Lunch is served from 11:45 to 12:45PM, afternoon snack is 2:45 – 3:15PM. All special diets must be documented. Water is accessible to campers all day long. If parent is providing a meal, it must meet the healthy guidelines required for the SFSP.

### **Daily Schedule Monday through Friday 6:30 a.m. to 6:00 p.m.**

Pre-Care and Check-in is from 6:30 a.m. to 9:00 a.m.

Core programming occurs from 9:00 a.m. to 3:30 p.m.

Post-Care and Check-out is from 3:30 p.m. to 6:00 p.m.

### **Typical Daily Camp Schedule**

6:30-9:00	Pre-Care and Check-In
9:00-9:30	Breakfast
9:00-9:30	Council Fire (all camp)
9:30-12:00	Core Activity

12:00-12:45	Lunch (all camp) & Camp Store Open
12:45-1:00	Skits, Songs, Announcements
1:00-2:00	Core Activity
2:00-3:30	Swimming
3:00-3:45	Closing & Lost and Found at Council Fire, Camp Store Open & Snack
4:00-6:00	Post-Care and Check-Out

## **Explorers Camp Ages (10-14) & Leadership Camp** **(Ages 13-15)**

### **What to Bring**

Campers should bring on a daily basis:

- A day pack or back pack to carry everything in
- Swimsuit
- Towel
- 2 Pairs of Tennis Shoes that are closed toed
- Sunscreen
- Insect Repellent
- Raincoat
- Sweater, Sweatshirt, or Light Jacket
- Extra change of clothes on a rainy day

In addition, for Leadership out of camp adventures:

- Sleeping Bag or Sheets/Blankets
- Pillow
- Pajamas
- Change of clothes
- Toothbrush, toothpaste, comb, etc.
- Optional: Money for snacks on the way home

**\*Trip Leaders will also send campers home with a specific, detailed trip packing list at the end of the day Monday to guide them in their packing for the week's upcoming overnight adventure.**

### **Injuries and Illness**

Parents and guardians will be contacted if an injury or illness occurs and the camper is not able to continue with the program. Travel arrangements will be made between the camp and the parent/guardian.

### **Severe Weather**

Staff members have access to phones and will be in contact with Camping Services back in Wausau as well as in consultation with area park rangers and staff. While on trips, staff will locate the safest area during severe weather and campers will stay there until weather passes.

### **Rainy Days**

Camp and overnight trips will go on! If the weather is warm and the rain is light, we will be outside for at least some portion of the day. We suggest packing a spare set of dry clothing and a raincoat for these days. Rain gear such as a poncho or jacket with pants should be sent on all trips because we will be out in the rain unless the weather becomes dangerous.

### **Food**

Trip leaders will communicate the meals that will be provided for campers while “on-trail.” Sometimes travel arrangements will require campers to pack a sack lunch to eat on the road to a destination and such instances will be communicated accordingly. A leadership camp tradition is to stop for Culver’s on the way home on Friday afternoon. Please be prepared to send a little bit of extra money with your camper for Culver’s lunch on Friday.

**Fridays**

Trip leaders will call Camp Sturtevant once they are off-trail and give an approximate time they will be returning to camp. Once the trip leaders and campers return to Camp Sturtevant, as part of the overall experience, the campers are expected to help clean and pack-in the gear they used while “on-trail.”