

# Camp Menominee Parent Handbook

A compilation of important information for every camp parent...we are all in this together!

2017 Edition



## 2017 Dates

June 19 – August 10	Full Season
June 19 – July 14	Session I
July 16 – August 10	Session II
June 19 – July 2	2-Week Rookie I
July 16 – July 29	2-Week Rookie II
June 15 – June 18	Father/Son Camp
Aug 13 – Aug 20	Family Camp

### Parent Visiting Weekend:

July 14 – July 16

## Welcome to Camp

Thank you so much for choosing Camp Menominee! We are so excited to have your family become (or continue to be) a part of the Menominee family. We look forward to another amazing summer at the Friendly Confines, but before the boys arrive at camp, there is a lot of preparation on your part and ours. To help make things as easy as possible, we have created the 2017 Parent Handbook. Below you will find information on many of our policies and procedures that are vital to the success and well being of the boys this summer. This includes topics such as medicine, baggage, packing and our policies (i.e. technology). Every piece of information enclosed herein is important. We would suggest reading it in pieces and taking the time to consider all of it. Thank you for taking this journey with us and we are excited for Camp Menominee's 90<sup>th</sup> Summer!

For the Love of Camp – Jason Feldgreber, Owner/Director,  
[Jason@campmenominee.com](mailto:Jason@campmenominee.com)

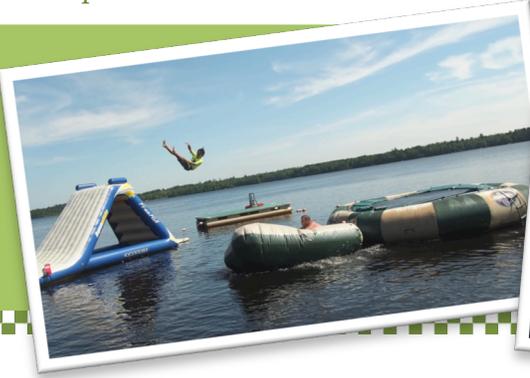
Winter Address: PO Box 171, Highwood, IL 60040

Summer Address: 5035 County Road D, Eagle River, WI 54521

Winter: 847-306-2267, Summer: 715-479-2267 or 847-306-2267 (Cell)

Office: [info@campmenominee.com](mailto:info@campmenominee.com)





# Transportation

Transportation for all programs will take place at Staples – 1919 Skokie Valley Road, Highland Park, IL 60035

## Travel to Camp:

Please arrive at Staples no later than **8:00am**. The buses will be departing at **8:30am sharp!**

Each camper will be pre-assigned to a bus. He'll receive his bus number one week prior to departure. Please provide your camper with a lunch and drink for the trip.

All buses are provided by Lamers Bus Company.

## Travel Home from Camp:

All motorcoaches will arrive back in Chicago at Staples around **3:00pm** on the last day of the session indicated above.

## Parent drop-off and pick-up:

If you elect to drive your child **to camp** please have him arrive by **1:30pm** on the first day of camp.

If you elect to pick your child up **from camp** please arrive by

**8:00am** on the last day of camp.

## Out of State Travel:

If your camper is traveling from out of the state of Illinois, please contact the office to discuss travel. We do the flight research for you and will let you know the best way to book. We bring all of our boys in at one time and transport them directly to camp by bus.

## Important Transportation Notes

**Food Allergies:** At camp we have a very strict no-nut policy. **DO NOT** send your camper on the bus with any products that contain nuts of any kind. Do not put someone else's son in jeopardy just so your son can have a snack. There are plenty of alternatives! Additionally please be prepared with a list of ingredients if you are sending any baked goods on the bus. If you have any questions about what is acceptable please contract the office.

**Technology:** We have a very firm policy on technology at camp, and you can read about this later in the handbook, however it is OK to send your son on the bus or plane with his device. We will collect all devices before getting to camp.

**Emergency Procedures:** each vehicle transporting campers will have at least one Camp Menominee staff member who has been trained to follow written accident procedures for. In case of emergency, the staff member will follow protocol and inform the Camp Director immediately. If you have any questions on our procedures, please call the office at 715-479-2267.

# Baggage

Camp Menominee uses Camp Laundry and Baggage (CLAB) for all baggage transportation to and from camp.

**Note:** CLAB only offers services to families in the Chicago-land area. See appropriate section below.



Campers traveling to and from the Chicago-Land area must use CLAB to transport their bags to and from camp. This service is offered for all sessions on the way **to camp**, but only for our 4 and 8 week campers on the way **home from camp**. 2-week campers will bring their luggage on the bus with them on the way back from camp.

About a month before camp you will receive a letter with baggage instructions and ID tags for your camper's baggage. Parents will be able to pay for the baggage service online before the pick up or by leaving a check on your camper's bag.

CLAB also offers laundry! Parents can sign up for their camper's luggage to be taken from camp to the CLAB facility for a "whole bag" cleaning. The laundry is a separate order from CLAB from the baggage and their web site will direct you how to sign up. The laundry service is separate and optional. Please feel free to reach out to Tony or Tim at CLAB at [847-441-4437](tel:847-441-4437) or email them, [camplaundry@gmail.com](mailto:camplaundry@gmail.com).

Campers may bring small carry-on baggage on the bus rides with them. We also allow for golf and hockey equipment to travel on the bus with the boys. Camp will not allow any other bags on the bus. If you do not want to use CLAB service, you must ship the bags via UPS or FedEx. Bags will be returned in the same way they arrived, unless instructed otherwise.

## Outside the Chicago-land Area:

Luggage from other areas may be sent by UPS, FED-EX or sent on the plane with your camper. We will return it via the same method unless requested otherwise. To do so, we **MUST** have your account number for the shipper of your choice. You will be billed accordingly on your final statement. For those of you flying out you may want to check the airline's baggage limits to avoid any last minute hassles.



**Note:** This service is booked exclusively through CLAB.  
Contact information:

Camp Laundry and Baggage  
Tony Kahn  
<https://camp-laundry.com>  
847-441-4437  
[camplaundry@gmail.com](mailto:camplaundry@gmail.com)

# Forms, Forms, Forms

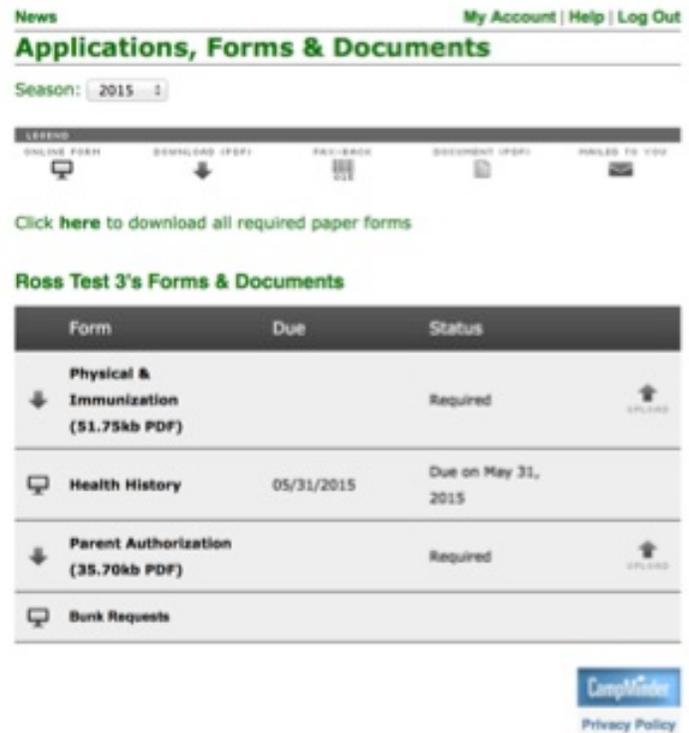
FORMS ARE SO IMPORTANT! Please take the time to read this section.

All of the forms you will need to complete can be downloaded from your CampInTouch dashboard. To get to your dashboard, you will login to your Camp In Touch account (via our homepage or the following web address - copy and paste into your browser):

<https://menominee.campintouch.com/v2/login.aspx> and select "Forms and Documents".

You will see something like the picture on the right.

Below you will see descriptions of the forms you must complete. These forms help us prepare to have your child at camp. The more information you give us the better experience your son will have. Period. All of these forms are MANDATORY. Please call the office with any questions.



## Forms You Must Fill Out:

### Forms to be Printed, Signed and Uploaded back to the site\*\*

**Physical and Immunization History** – this needs to be printed, completed and signed by a physician. **Camp Menominee requires that all campers and staff to be vaccinated to the camps satisfaction.** Proof of vaccination must be provided on this form and signed by a licensed physician.

**Parent Authorization** – Please print this form, scan a copy of your insurance card on it and sign where indicated.

### Online Forms:

**Health and History Form** – this is an online

form to be filled out by the PARENT. Please take the time to fill this form out, as it is imperative that we have all of the pertinent health and other information about your son in order to keep him safe this summer. This will encompass all health, mental, behavioral and food related issues that you feel are necessary to your child’s well being this summer.

**Bunk Requests** – If you have not already made your requests, please do so on this form

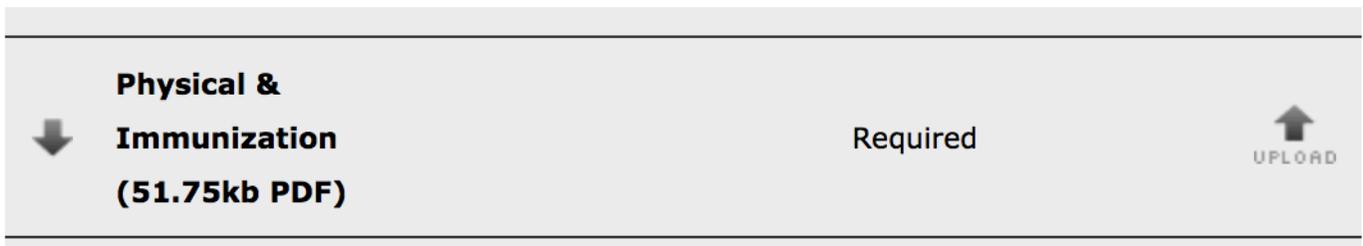
**Camper Application** – If you have not filled out or signed the application for this summer you must do this online. We need every family to sign off on our policies and procedures for the summer.

**Travel and Baggage** – This will tell us how your camper and his bags will be getting to camp.

**\*\*Important Forms Notes Continued on Next Page\*\***

Please read the following as it relates to forms:

1. A licensed physician **MUST** sign off on the Physical and Immunizations Form including verification of vaccinations and dates of such vaccinations.
2. Please **DO NOT** mail in your **printed** forms. These forms can be uploaded to your dashboard by doing the following:
  - a. Scan and save document to your computer
  - b. In “Forms and Documents” locate the form you would like to submit.
  - c. To the right you will see an “Upload” button (pictured below). Select that and choose the file. Then you are good to go!



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# Medication and Health Services

## Medications

Camp Menominee strives to provide the highest level of safety and medical care. One of the most important aspects of that is to ensure your son is getting the medication he needs, when he needs it.

Camp Menominee uses PersonalRx for ALL of its daily medication for the boys. Camp families are **required** to register for the PersonalRx service if your child takes medicine at camp. All pills will be individually packaged in sealed packets labeled with the camper's name, medicine, dosage, date and time to be given. This INCLUDES all over the counters such as allergy meds and gummy vitamins.

It is now **easier than ever** to use the PersonalRx system. They have fully integrated with CampInTouch. This means that when you fill out your Health Form you will indicate that your child is taking Medications. Once you do this, a new form will automatically populate on your dashboard. This form will be the PersonalRx medication form. You can fill this out, indicate the medications your son requires, pay for it right there and then you are good to go! You no longer have to have a separate log in and sign-up for a third party service.

Please direct all questions to PersonalRx at 201-399-3700 or [support@camprx.com](mailto:support@camprx.com). I have attached detailed instructions about the PersonalRx procedures.

### **PLEASE NOTE THE FOLLOWING NEW POLICY:**

If your child has medication and you do not use PersonalRx, we will charge you a fee for handling the medication that is **higher** than the PersonalRx fee. If PersonalRx is unable to fill your prescription, please send us a confirmation from PersonalRx and the fee will be waived.

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## Health Center Communication Procedures

Camp Menominee's Health Club is staffed by at least one full time nurse throughout the summer. Often times we employ multiple nurses, a CNA and Camp Doctors each week. Should your camper should become ill or injured during his stay at camp, here is how we will communicate with you:

If your camper comes to the health cabin with a minor injury or illness (i.e. headache, nausea, sore throat, scrape, etc.) we will provide the necessary medical care and allow him to continue with his activities at camp without interruption if possible. In this instance we will NOT contact you. We will continue to monitor the situation and provide follow up care as necessary.

In the event of a more significant injury or illness (i.e. fractures or anything that may require antibiotics) we will contact you immediately without compromising rapid assessment, care and treatment. In addition, you will be notified if your camper is going to be sleeping in the health center overnight. You will have a chance to speak to the Doctor or Nurse to discuss your son's treatment and diagnosis.



## Clothing, Gear and Packing

We have a Packing List and 2 Online Stores to guide you through the challenge that is packing for camp.

<http://campmenominee.com/shop/>

There are only a couple of “Required” items in the camp store this year: the CM Logo T-shirts. We use Amerasport for these and other standard gear. You can find the items by following this link:

### [AMERASPORT MENOMINEE GEAR](#)

This site also has shorts, sweatpants, duffle bags and more!

Every year we also sell special CM limited edition items through our specialty store. This is where we have our Summer Tour Shirt, Hoodies, Dri-Fits and other great items designed by Total Promotions Inc.

### [VISIT THE CM SPECIALTY STORE](#)

These items are usually available for purchase in April and will be delivered directly to camp for your son.

## Important Packing Notes

- You can find our **Packing List** on your Forms Dashboard.
- We do laundry for the kids **every week** so there is no need to send more than one weeks worth of clothing, providing for frequent weather changes in the Northwoods.
- Please send TWO sets of cot or twin size bedding as we change the sheets weekly with the laundry.
- LABEL EVERYTHING - print your camper’s name on the **two laundry bags**, mark all clothing with your son’s name and make sure you purchase the laundry bag in Amerasport’s catalog. You may also want to send along a laundry stick for stain removal.
- If your son’s laundry bag goes over a weekly allowable amount, you will be charged accordingly.

# Additional Expenses

Your enrollment fees cover the vast majority of camp expenses. Below we will discuss what that entails, what is additional, and the camper bank.



Enrollment fees covers laundry, daily snack or soft drink at the canteen, a CM jersey, a \$20 Camp Store credit, the Annual Megaphone Newspaper, the Camp Menominee Memory Book, Town Day Spending Money (\$25/Session) and most incidentals (store expenses) based on the length of your son's stay. The additional charges are as follows:

**Baggage:** You will be responsible for the cost of getting your son's bags to and from camp. Please see Baggage section for more information.

**Medications:** All prescription and over the counter medications must be purchased prior to the summer season. See Medication section for more details.

**Senior Motor Coach Trips:** Among the many highlights of the summer for our older kids are the special trips they take. The outgoing 7<sup>th</sup> graders go to Wisconsin Dells. The outgoing 8<sup>th</sup> grade group goes to Minneapolis. The Senior Cabin goes White-water rafting. There is an additional cost associated with each trip, which will appear on your statement that covers transportation, admission to the parks, shows, other activities and spending money.

**Senior Nights Out:** 15 and 16-year-olds will be allowed some nights out in town. They have a choice of eating dinner at camp or going out for dinner. The boys make a cash withdrawal of \$15 per night out to cover their expenses. For 4 weekers it will be \$45 (3 nights out), for 8 weekers \$90 (6 nights out). If you would like us to restrict your son's withdrawals, please advise him and us. This will be reflected on your statement.



**The Camper Bank** - we cannot stress to you enough how **STRONGLY** we recommend that the campers **DO NOT** keep more than a couple of dollars in their cabin with them. If you would like to send them up with extra money they can deposit it in our bank and withdraw as needed during the summer. The **ONLY** reason for a few extra dollars is for an extra can of soda or juice when available at the canteen. **Camp will not be held responsible for loses of money that occur if your son chooses to keep money in his cabin.**

If you do not want to send your son up with Cash, you can add spending money to his account through your CampInTouch Account.

# Communication

What is going on at camp? How do I know what activities my son is doing? What have they been eating? Can I see pictures? Is he having fun????.



Every day parents are thinking about their campers. Over the years we have created a few unique places where parents can go to see what is going on at camp. Every day parents have access to the following:

1. Pictures (we post about 100-200 per day). These will be posted to CampMinder and some will also be put on Facebook.
2. Woody's Word (our daily blog) – on our website. Our Assistant Director Woody will post on our blog every night throughout the summer.
3. Menominee Megaphone (our daily newspaper) – on our website
4. Mail – your campers can write you every day if they would like and you can email or write them every day as well! However, we do not let the boys call home.
5. You can contact our office every day by emailing Jason ([Jason@campmenominee.com](mailto:Jason@campmenominee.com)), Daisy ([info@campmenominee.com](mailto:info@campmenominee.com)) or call 715-479-2267



Mail: The kids are required to write home twice a week and can write every day if they wish. As much as you like receiving letters from your boys, they love getting mail from you! Please make an effort to email or write frequently. You are also able to email them and they can send you an eLetter back. There is a form in your dashboard that will explain how to do this.

To ensure that you get letters from your son, and he receives your mail please do the following: 1) Send your son up with pre-addressed envelopes. 2) With all letters and emails we ask you to **PLEASE write your son's cabin number** on the envelope or in the email subject.

Packages: Please make an effort to not send packages to camp. We will only accept flat envelopes that are 9x12 that are sent by the U.S. Mail. If you want to send books or magazines sent by the U.S. Mail, we will gladly accept these. In the case of an emergency, or if your son has forgotten something, please call us so that we can make arrangements.

## What is an eLetter?

An eLetter is a way for you to get an instant letter from your son. You can attach it to your emails (or purchase and send with him). He writes on it in pen, we scan it, and it ends up in the inbox of your CampInTouch account. There are instructions posted on your forms Dashboard.

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# Technology and Prohibited Items

## Technology

One of the best things about summer camp is that the campers can be completely unplugged. Today's youth spends so much time glued to their screens, and while technology provides a lot of educational advantages, it does not align with our goals for Menominee campers. We want to promote collaboration, teamwork, interpersonal growth and development and so much more. All of which is hindered by technology in a camp setting. As such, Menominee is proud to promote itself as a TECHNOLOGY FREE CAMP. Please help us help your son rid himself of the stresses of technology and support our policy.

All of the following items are prohibited at Camp Menominee: Cell phones, tablets, handheld email devices, computers, video players, iPOD touches and any other electronic equipment. Any of these items brought to camp will be confiscated on the first day and returned at the end of the summer. Camp is NOT responsible for losses. Any camper found with these items after the first day of camp will face appropriate consequences.

As stated in our Transportation section, we do allow the boys to travel with their devices. We encourage this especially for our campers traveling by plane. We will collect all devices upon arrival and return them on the last day of camp.

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## Prohibited Items

As youth development professionals we take our jobs at camp very seriously. As such, there are a few things that we ABSOLUTELY prohibit at camp as we feel they hinder development and growth as well as potentially risk the safety of your children:

**Gum, candy and other food items** – we provide the kids with very good food during our meals as well as canteen. **We also are incredibly accommodating of special diets and do all of our food purchasing with every camper in mind. We do not allow any nuts or nut products at camp.** As such, we do not allow any gum, candy or other food items in our cabins. WE CANNOT STRESS THIS ENOUGH. Please abide by this policy to ensure the safety of some of our campers who have severe food allergies as well as keep our cabins free of ants and

rodents as they have always been. Any items found will be taken and discarded.

**Airsoft guns, knives, squirt guns, fireworks and other like items** – these items will be taken from the campers and not returned.

**Electric fans** – we do not have enough outlets in the cabins to accommodate this. Each cabin will have a large window fan provided by camp. If you would like to send an additional fan please make sure it is battery powered.

**Drugs, Alcohol, Perephenalia, Vaping Devices and other related items** – These will be confiscated, parents will be notified and the local police department will be contacted when necessary.

# Visiting Weekend

Come visit Camp Menominee!!!! Our grounds are beautiful and our staff is spectacular, so we encourage every parent to come visit their son on Visitors Weekend. Before you join us, however, there are a few things you need to know:

On Friday July 14<sup>th</sup>, you will not be allowed to pick up your son and take him out of camp until **3:00pm**. Parents who arrive early will be asked to wait in our parking lot. Please respect our staff that out there to welcome you!

If you have not made hotel reservations yet, please do this ASAP!

Camp will be open to parents and campers all weekend. We encourage you to come by camp, go out on our waterfront, use our climbing wall and maybe even play some softball! Our staff will be there **all weekend** and our programs will be open to parents, campers and siblings! If you would like, however, you may choose to take your son out of camp for the weekend to stay with you. Please have him back at camp no later than **8:30am** on **Sunday July 16<sup>th</sup>**. We will be serving breakfast for everyone on Sunday morning until **9:00am**.

If you will not be attending visitors weekend, your son will be allowed to leave camp with a friend's family. This will be allowed **ONLY** if you send us an email specifically authorizing that family to take your son out of camp.

Please **DO NOT** bring **any** food back into camp with you when your son returns on Sunday. Some of our campers have very severe food allergies. Please do not put other camper's in danger just so your son can have a few extra snacks. Keep all outside food outside! Also, please do not bring any pets to camp with you.

We are an ACA accredited camp and ACA rules do not permit cash tips to our counselors. If you would like to express your gratitude, small gifts are acceptable.



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# Birthdays



We love birthdays!!!! We completely understand that sometimes it can be tough for your son to be away from home on his birthday, so we try and make it as special of a day as possible. For each boy we make a cake for his cabin and sing to him, as a camp. That night his cabin will have a party as well. In addition, a camper's birthday is the **ONLY** time throughout the summer he can call home. Your son is allowed **ONE** phone call during the day to speak to his parents. Please place your calls between 12:15-12:30 P.M. and 5:00-5:30 P.M. (before lunch and dinner) on the birthday phone at 715-479-9951. This way he can talk to his family but it will not interrupt his activities.

Finally, if you would like to do something special for your son's birthday, such as a pizza party, please call camp and we can arrange that. Please **DO NOT** send up any birthday packages for the cabin.