



## **What to expect**

Attending summer camp is a very exciting experience for both campers and parents! It is very natural for both to be a bit anxious and nervous about the camper leaving the comforts of home, adopting new routines of daily activities, and meeting new friends. We want to familiarize you and your camper(s) with our procedures, policies and philosophies. We want to take time to explain this and share information with you.

## **Goals of Wabanna**

We at Wabanna have three simple goals for every camper that comes to camp. These goals are:

1. Learn more about God.
2. Have Fun.
3. Make a new friend.

## **Staffing**

Camp Wabanna recruits highly skilled individuals whose warmth, maturity and compassion will add to your camper's experience. Our diverse summer staff consists of counselors from many different states. All camp staff members go through an extensive screening process including interviews, multiple character reference, fingerprinting, CPS and FBI checks. Our staff also go through an intensive training before campers arrive at camp.

## **Fees**

All fees are payable as follows: Non-refundable deposit of \$150 per camper per week is due at time of registrations that occur before May 1<sup>st</sup>. The balance of all camp fees is due by May 1<sup>st</sup>. Failure to make full payment by May 1<sup>st</sup> will result in the loss of camp session(s). Any registrations that occur on or after May 1<sup>st</sup> will require full payment.

## **Forms to be completed**

The following items **MUST** be completed two weeks before your camper attends camp. Forms 2-6 are online forms located on the camper dashboard under the "Forms" box. Form 7 is a printed form located in the "Forms" box under the "Download Forms" tab.

1. A recent photo of your camper can be uploaded through Campwise.
2. Allergies Form
3. Camper Medical Information Form
4. Summer Camper Waiver
5. Over the Counter Medications
6. Camper Pick Up Authorization Form (this only needs to be filled out if anyone other than the listed 2 Guardians will be picking up. Please note: Everyone picking up will need to show their photo ID to our staff every day at pick up.
7. Medication Authorization Form signed by the camper's doctor. (You only need this form if you are bringing medication, vitamins, supplements, epi pens, inhalers, or anything that will be administered by our nurse).

## **Changing your camp session**

Should it be necessary for you to change your camper's session; you must submit the request by email to Wabanna by June 1<sup>st</sup>. Switching weeks after June 1<sup>st</sup> will incur a \$25 processing fee. Changing weeks is subject to availability.

## **Cancelling your camp session**

Cancellations must be made in writing by email to Wabanna. Cancellations before June 1<sup>st</sup> will result in the loss of the non-refundable deposit of \$150, or any portion of the balance paid, less \$150, will be refunded. After June 1<sup>st</sup>, there are no refunds for cancellation for any reason. You may also see this policy in our Summer Camp Waiver that was signed at registration.

## **Snack Shop/Gift Shop**

The snack shop offers many snacks and drinks. Campers have a chance to visit the snack shop once a day and will be able to choose one drink and one snack. The gift shop has apparel and souvenirs and will be open for families to purchase items on Thursday evening during pick up from 5:00pm-5:30pm. This will be the only day it is open.



## **Clothing**

Please send appropriate clothing for your camper, taking into consideration the weather forecast and camp activities. We encourage you to send old clothing to camp as your camper will be in a natural environment, playing sports, and participating in outdoor activities. While packing, please review the list of things you are sending to camp with your camper so they know what clothing and personal items are theirs. It is also helpful to have their name on all items, in case they are lost or misplaced, we are able to return them promptly.

## **What not to bring**

Camp is a natural setting to retreat from electronic technology and to get more in touch with God's creation and people. Electronic games, cell phones, iPad/tablets, and other electronic devices do not fit into this setting. As our society becomes increasingly more dependent on cell phones, and with the growing abilities of today's cell phones, we ask that campers do not bring them to camp. Cell phones brought to camp will be confiscated and stored with our management staff. Wabanna is not responsible for lost or damaged items. It goes without saying...but we have to say, please leave firearms, weapons, matches, lighters, knives, tobacco products, illegal drugs, and money at home. Camp does not allow pets so please leave your pets at home or in your vehicle when dropping off and picking up your camper(s).

## **Specific personal needs**

If your camper has any special needs or requests, please let us know. The Summer Camp Director and the Day Camp Coordinators are great resources for any concerns that you may have. Please be thorough and honest when filling out the camp forms so our staff can be prepared for the arrival of your camper.

## **While at Camp**

### **Check-In**

Check-in will be Monday-Friday from 8:30am-8:50am. Front gates open at 8:30am. If you are going to be later than 8:50 please email our Day Camp Coordinators at [cwdaycamp@gmail.com](mailto:cwdaycamp@gmail.com). Please note that we are located in a neighborhood. Please drive slowly and cautiously when coming to and from camp.

### **Before Care/After Care**

You may choose to purchase or cancel before care up until two weeks before your camper's session begins. It is \$50 a week and begins at 7:30am and includes a hot breakfast.

After Care is also available to purchase or cancel up until two weeks before each session. It is \$150 for the week and pick up will be at 7:00pm and includes dinner. (There is a late fee for pick up after 7:30pm). There is no after care offered Week 8.

There are no refunds for unused before or after care.

### **Medications**

All medication whether prescription or over the counter, ointments, epi pens, or inhalers must be:

1. In the original container or packaging and turned in and dispensed by our nurse as required by Maryland State Law.
2. Accompanied by a "Medication Authorization Form" that has been signed by their doctor. This includes over the counter medication, ointments, EpiPens and inhalers. Camp Wabanna may not administer anything without this signed form.
3. In a gallon size zip lock bag.

Our Health Room is staffed by a 24-hour on-site nurse who is on call at all times. All of our staff are trained in emergency procedures and certified in First Aid and CPR.

Wabanna stocks most over the counter medications needed at camp (you can find a list of these medications from your camper dashboard online) so it is not necessary to bring these items. You may call us at any time to see if we



keep a particular medication in stock. It is Wabanna policy that the Day Camp Coordinators keeps a camper's inhaler or EpiPen during camp. They can be obtained at a moment's notice. However, if a parent requests in writing that an inhaler or EpiPen be kept by the camper, we will honor that request provided the camper can demonstrate proper responsibility for the use and possession of it. Any misuse or misplacement of the inhaler or epi-pen during the camp session will be cause for the inhaler to be kept by the Day Camp Coordinators. Please be sure to pick up any medication from our staff at the end of your camper's week. Any left or forgotten medication will be stored at Wabanna for one week. If the medication has not been claimed by August 13<sup>th</sup> the unclaimed medication will be disposed of.

### **Sign in**

1. Please stay in your vehicle.
2. Sign in with our staff.
4. Make sure your doors are unlocked and our staff will help your campers exit the vehicle.
5. You will follow the cones to make a u-turn and exit.

### **Cabin Assignments**

A "cabin" is what we call the group of 8-10 campers.

Tadpole campers ages 4 & 5 are grouped by gender and have 10 to a group with two counselors.

Campers ages 6-13 are grouped by gender and age with 8-10 per one counselor.

We allow for two cabin/friend requests per camper as long as they are the same gender, within 12 months in age (unless ages 5 & 6, see above for the program ages. In some cases, we are able to move a 5-year-old up to be with a 6-year-old you will just need to contact our office at the time of registration). We will do our best to honor requests, however, requests cannot be guaranteed. If a request cannot be accommodated, please note that one of the goals of camp is to make a new friend.

### **Lunch and snacks**

We provide lunch, a different prepackaged morning snack each day (ie. goldfish, pirates' booty, cheese stick), and a drink and a snack from our snack shop in the afternoon. No need to pack a lunch unless you have allergy or other food concerns. If you would like to speak with our food service manager about any food allergy concerns please select "yes" on your registration form. She will contact you the week before your camper's session, you may also email her directly at [wabannafoodservices@gmail.com](mailto:wabannafoodservices@gmail.com). We do our best to accommodate when we are able but, in some cases, you may be asked to pack your campers' lunch and snacks each day.

### **Swimming**

To demonstrate their swimming ability, all campers have the option to take a swim evaluation test. The test is given on their first swim on Monday of their session. They must be able to swim a total of 20 meters, the distance to swim across our pool and back again, without touching the bottom, and be able to tread water for one minute. This helps the staff establish the safest areas in which campers may swim. All campers who pass the evaluation will receive our swim band allowing them to swim in our 5 ft swim area along with being able to jump off the diving board in our diving well. Campers who choose not to take the swim test or do not pass, will be able to play in the large 3 ft section of the pool which includes many pool toys and pool basketball.

We know most younger campers are not proficient swimmers and so we encourage them to bring puddle jumpers with them each day.

### **Waterfront**

Wabanna is blessed to be located on the Chesapeake Bay along the Rhode River. We keep our campers safe by requiring them to wear a life vest when participating in waterfront activities. This includes fishing, crabbing, or any activity from our pier or at our waterfront. As with all brackish waterways along the Bay, native plants and animals can be found in the water along our coast, including sea nettles (jellyfish). The population of sea nettles varies not only from summer to summer, but from week to week and day to day. The sea nettles found in our waters are nonthreatening, but will sting. Stings are nonlethal and are easily treated by our staff.



### **Shared Responsibilities**

Personal responsibility and group cooperation are important elements of the camp experience. Mature, caring counselors work with campers on the importance of caring for one's personal area and belongings, and pitching in on general camp tasks. We strive to imprint these characteristics on each camper so they will carry over this responsibility to home and school.

### **Discipline**

In the event that the need arises for discipline while at camp, Wabanna uses a 3-strike system. The rules of conduct are introduced to each camper upon arrival. The emphasis of behavior expectation at camp is RESPECT. Strikes are given in the event that a camper continues disrespectful behavior after being counseled to change behavior. The first strike is given by the counselor in writing. The second strike is given by the counselor and head counselor and the parent/guardian will be called. A third strike may only be issued by the summer director and results in the camper being sent home.

### **No Refund Policy**

The "Summer Camper Waiver" states you have agreed and understand that in case of dismissal, illness, homesickness, or voluntary withdrawal from camp, there will be no refund of camp fees. If a departure need arises, parents will be notified. Upon notification, the parent will be allowed a maximum time of four hours to pick up their child from camp property. There will be no refund for no-shows or cancellations made after June 1<sup>st</sup>. Wabanna reserves the right to refuse any applicant and to cancel any reservation.

## **After Camp**

### **Check-Out**

Check-out is Monday-Friday at 5:00pm (there is a late pick up charge of one dollar per minute after 5:30 pm). It will be the same as check-in but in addition **we will check photo ID of the pick-up person every day**, so please have it with you.

### **Pick-up Authorization**

No camper will be released to anyone not listed on their sign-in sheet as an authorized pick-up person, or anyone who does not present their photo ID, including a parent. All campers must be signed out with our staff. If you know that there will be someone picking up your child not listed as the authorized pick-up person, please inform the office before check-out that day.

### **Early Departures**

We have a very busy schedule and we don't want campers to miss out on activities so early departures are discouraged. We know that sometimes it is unavoidable and so we must have it in writing by email to [cwdaycamp@gmail.com](mailto:cwdaycamp@gmail.com).

### **Lost and Found**

We will make every effort to return lost and found items while your camper is at camp. You and your camper can do more than anyone to ensure that nothing is lost. Please mark all items with your camper's name using permanent marker or a label for easy identification. Lost and found during the session is located at the pool. Any unclaimed items are stored until the last week of camp and then donated to charity.



## WABANNA DAY CAMP

### **Suggested Clothing and Equipment List:** (All items should be labeled with camper's name)

- |  |  |
|--|--|
| <input type="checkbox"/> Backpack                        | <input type="checkbox"/> Medications/Inhaler/EpiPen (with signed doctors note)   |
| <input type="checkbox"/> Bathing suit *                  | <input type="checkbox"/> Hand sanitizer  |
| <input type="checkbox"/> Towel                           | <input type="checkbox"/> Sunscreen   |
| <input type="checkbox"/> Water bottle                    | <input type="checkbox"/> Tennis shoes (some activities require closed-toe shoes) |
| <input type="checkbox"/> Water shoes/Keens or flip flops | <input type="checkbox"/> Change of clothes                                       |

### **OPTIONAL ITEMS**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Bug spray                                |
| <input type="checkbox"/> Hat        | <input type="checkbox"/> Puddle jumper (for our 4 and 5 yr. olds) |

\*Note: It is best for your camper to come in their swimsuit under their clothes and with sunscreen on since one of their first activities is normally a water game. They will have time to change into extra clothes after pool time. (For girls: One-piece bathing suit. Tankini's that cover the belly completely are okay and recommended as they make bathroom breaks easier. No "Speedo" type bathing suits for boys.)