

2016

Parent & Camper Handbook

Please take the time to read this booklet with your child. There are new updates yearly and information that you will need to know before attending camp. You!



Welcome

Thank you for choosing to send your child to Living Waters Bible Camp. We trust their time here will be fun, safe, and an encouragement to their walk with Jesus Christ.

The purpose of the following guidelines is to inform both parents and campers of expectations while at Living Waters Bible Camp. Please take the time to read through this booklet with your child.

Check-In:

Check-In will be held from **2:00 - 3:00 p.m.** Please do not arrive before 2:00 as we will not be set up. If you are not able to make it during this time, please call to make the appropriate arrangements. *(Note: Day Camp check-in is 9:00 – 10:00 a.m.)(see website for Horse Trainers and Young Adult Apologetics Trip check in)*

Camp Fees:

Please take a moment to check your camp account. Payment may be made online or you may bring the remainder of your camp fee with you to registration. The camp fee covers all meals, class materials, craft items, activities and awards. Paintball and Horsemanship are an additional fee. We do accept Discover, MasterCard and Visa.

Medications:

Wisconsin law requires that in order for our health care staff to administer PRESCRIPTION MEDICATION to a participant, the bottle MUST be labeled with the participant's name, name of medication, dosage, frequency and route of administration, name of prescribing physician, date prescribed, possible side effects and precautions. For OVER THE COUNTER MEDICATION, the medication must be in its ORIGINAL CONTAINER and clearly labeled with the participant's name, the dosage, frequency of administration. BY LAW, MEDICATION MUST BE CORRECTLY LABELED AND IN ITS ORIGINAL

CONTAINER. We cannot dispense medication brought to camp in plastic bags or daily dispensers.

All camper medications must be entered on the Medication Form in your child's online registration account prior to camp check in on Sunday. If this information is not entered prior to camp check in, computers will be available for you to enter the information at that time.

TREATMENT: In the event that your camper is in need of medical attention the camp nurse will care for your child. You will be contacted if the camper has an illness or injury which requires ongoing care or is taken to the hospital.

Store Money:

Campers may want to bring extra money to spend at the camp store, \$3-\$10/day is typical. All campers are asked to turn in their money at registration. (We don't want cash in the cabins) This will be placed in their store account for safe keeping. You may add and monitor money in your child's store account through your online registration account. Unused money from this account will be returned at the end of the week.

Camp Store:

Clothing	Candy
Water Bottles	Drinks, Coffee, Soda
Stuffed Animals	Ice Cream
Trinkets	Snacks and more
Books and Bibles	

Visitors:

Parents and friends are welcome to enjoy camp during the check-in time on Sunday and the special family breakfast on Saturday at 9:30 a.m. We are not able to accommodate visitors with lodging at camp, but are happy to provide information about local lodging.

Phone Calls:

Due to the full schedule that your child will have during the week, we ask that you limit your calls to emergency only. Consider sending your child an e-mail, a letter, or a fax.

E-mail & Mail:

We hand out mail Monday – Friday at lunch time. Please note that campers will not receive any e-mails that come on Friday after 11:00 a.m.

Emails can be sent to camper@lwbc.org . *Please no more than one email per day per sender with no attachments, Thank You.*

Camp DVD and Pictures:

To keep camp memories alive all year long, we offer campers the option of purchasing a camp DVD of their week. The cost is \$5. DVD is only available for full week Youth camps (not Day Camp, Little Squirrels, Horse trainers or Family Camps)

Video and pictures will be taken during your child's week of camp. They may be used as we make the camp video, camp display and brochures.

Special Parent/Family Breakfast:

A special breakfast and closing program will be held at the end of your child's week on Saturday morning at 9:30 a.m. We need to know how many will be there so please sign up during check-in on Sunday. Donations, of \$5 per person, are appreciated to cover this expense. There is a contribution box mounted on the wall in the Lodge hallway.

Health Insurance:

Your insurance is the primary carrier in case your child is involved in an accident or is injured during their week of camp. Please provide us with your family's insurance information if you have not already done so. Living Waters Bible Camp will submit any outstanding claims to our insurance for review.

Emergency Medical Procedures:

Living Waters has trained individuals for medical emergencies on staff. In the event that your child does have a health related emergency or needs to be seen by a physician for urgent care such as strep throat or ear infections, the camp will make every effort to get in touch with the custodial parent or guardian that is listed on the camper health form. For routine care provided by the camps health staff such as; skinned knees, itchy mosquito bites, sore throats, headaches, etc. Parents or guardians will usually not be contacted.

Camper Rules:

Dress Code: In today's society, we believe that clothing guidelines are necessary. At Living Waters Bible Camp, we ask that all campers and staff adhere to certain expectations. Listed below are articles of clothing we consider to be inappropriate.

Clothing that has suggestive ads or sayings.

Strapless, spaghetti straps, halter-tops or one strap tops.

Tops or shirts that reveal the midriff area.

Clothing that reveals undergarments or private parts.

Two piece swim attire such as bikinis

Swim suits on campus (except when going to or returning from the pool or water activities).

Shoes or sandals are to be worn at all times, except during water activities.

Camp Boundaries: Campers are to stay within the mowed areas. Anywhere else campers must be accompanied by a staff member. (Campers who drive to camp, may not drive the vehicle until camp has concluded.)

Curfew: Stay in your dorms after lights out. Campers found out after this time may be sent home.

Dorms: Campers are not allowed on porches or in dorms of the opposite sex.

Dorm Clean-up: Your dorms, including bathrooms, are to be cleaned daily.

Fire Extinguishers: They are for your safety and not to be tampered with.

Food: No food in dorms due to problems with ants, etc.

If you child has a **food allergy or dietary restriction please contact our Food Service Manager**. We are able to accommodate many food requests however, we may need parents to provide supplemental food items.

For Food Allergies:

1. Note the allergy on your health form.
2. Contact our Kitchen staff. foodservices@lwbc.org
3. Talk to the head cook on the day you arrive at camp.

Guys/Girls: We ask you to restrain yourselves in physical affection toward one another. We ask that you keep air space between couples — i.e. no holding hands, kissing, lying close or on each other.

Kitchen: Only kitchen staff is to be in the kitchen.

Medication: If a camper is on any medication, prescription or non-prescription, it must be given to and administered by the nurse (except inhalers).

Music: Music will be provided throughout the week. Camp policy prohibits portable audio devices if you do have them, we ask you to keep them in your suitcases. If we find they are being used, we will ask you for them and return them to you on Saturday.

Phone Calls: Please do not bring cell phones to camp. In the event of an emergency or urgent matter a camper may call home, if they ask their dorm leader. The dorm leader may then assist the camper in making a phone call from the office. **Please do not ask** to use the camp phones unless it is camp business or an emergency.

Tobacco, Alcohol, Drugs, Firearms: These are not allowed on camp property. Campers found with tobacco, illegal drugs, alcohol or firearms will be sent home. (Contact the Executive Director to discuss any questions you may have.)

Property Damage: Individuals are required to pay for damage done on purpose due to carelessness or anger. We would appreciate help covering the cost of damage even if it was accidental.

Camper Pick-up: Campers, who are minors, may only be picked up from camp by a legal guardian unless special arrangements have been made with the Office Manager. Campers who drive their own vehicle to camp may be asked to turn in their keys to the office during the week of camp.

Families are invited to join us for breakfast on **Saturday morning at 9:30am** for a breakfast and closing ceremony. Please reserve your place during check-in on Sunday.

Abuse: LWBC staff are trained to respond to signs of abuse. Campers exhibiting signs of abuse either prior to or during their time at camp will be reported in accordance to our Child Protection Policy.

Camper Grievance Process: We desire to serve our campers, parents and staff with excellence while exhibiting Christ like love. If at any time a circumstance arises where you feel an infraction has occurred between Living Waters Bible Camp (staff, volunteers or others involved) and you and/or your child, we ask that you immediately notify us by contacting our Operations Manager Paul Thompson by phone (608) 634-4373 x35 or by email opsmgr@lwbc.org. If Paul is unavailable or if this is unsuccessful, please contact our Executive Director, Dennis Siler (608) 634-7345 x22, dennis@lwbc.org. If Living Waters Bible Camp leadership is unable to resolve the issue a guest may then send a letter to the camp Board President for consideration.

We desire Living Waters Bible Camp to benefit all those who come. If a camper is **unwilling to cooperate** with the rules and guidelines, his/her parents may be called and instructed to take the camper home. If you have any questions or concerns regarding these guidelines and rules, please feel free to call or e-mail. (608) 634-4373 lwbc@lwbc.org

Packing List:

Items to bring:

Bedding: Sleeping Bag or other Bedding
Pillow

Personal: *Fishing license (if over 16)*
Bible, Pen or Pencil
Toothbrush, Toothpaste
Soap, Shampoo, Deodorant
Washcloth, Towel
Sunscreen, Bug Spray
Flashlight

Clothing: Clothing for warm and cool weather
Clothing and shoes that can get wet or dirty. Laundry facilities are not available at camp.
Bring waterproof boots for our water theme.

Swimwear: Towel
One-piece modest swimsuit
Midriff covering Tankinis are also allowed

Money: Money for Camp Store
Remainder of camp fee

Items not to bring:

Portable audio devices
Cell Phones
Hand-held video games
Tobacco, Alcohol or Drugs
Paintball Equipment
Fireworks or Firecrackers
Bicycles
Pets

Contributions:

Camper fees only cover 2/3 of the total operating costs of Living Waters Bible Camp.

If you feel led to donate funds to Living Waters, here are a few of the areas that could use your help.

Please send in this form with your donation. If you have a specific area you would like it to go to, please check the appropriate box.

You can also donate online at:

<http://www.lwbc.org/about/donate/>

_____ Year-round staff
(supported by contributions)

_____ New Additions and Building Projects
(supported by contributions)

_____ Scholarship Fund
(Available for children that cannot afford the full camp fee)

Special Comments...

E8932 Reo Avenue, Westby, WI 54667
Phone: 608-634-4373 Fax: 608-634-3510
Email: lwbc@lwbc.org
Website: www.lwbc.org
Blog: www.lwbcblog.blogspot.com
Facebook: www.facebook.com/lwbcWI

Directions:



From the north:

I-90 to Highway 27 South at Sparta. Stay on Highway 27 approximately 20 miles. The road to camp is 5 miles past Cashton, and one mile past the sign to Jersey Valley Lake Park. The camp sign is on the right side of the road; you will turn left on Reo Avenue; then follow the signs near the end of the road. If you go too far on Highway 27, you will end up at a stop sign at Highway 14. Turn around, go back one mile.

From the south:

Highway 14 from Madison to Westby. From Westby take Highway 27 north one mile. Watch for the sign on the left side of road; turn right on Reo Avenue; follow the signs near the end of the road.