

CAMP WESTWIND

2020 CAMPER HANDBOOK

Welcome to Westwind! This Handbook provides essential information for Westwind campers, with a particular focus on what to bring, forms required, and transportation logistics for getting to Westwind. A great camp experience awaits each child, and reviewing this Handbook is a crucial step to insure everyone (parents included!) is prepared and ready for Camp Westwind.



CONTACTS

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GENERAL INFORMATION

Important Information about Your Camper's Health History Forms

All health history information is captured in our online registration system. We **DO NOT REQUIRE ANY PAPER FORMS**. If you registered for camp in the past you merely need to verify the information is still up to date. While it is possible to skip the form and complete it at another time we still require completion prior to your camper's session. This form is very important and ensures your camper is set up for a successful camp experience. Our online system will remind you automatically if you have any incomplete forms. If your camper arrives to camp with an incomplete form there will be a \$25 late fee and will be unable to participate in activities until their health history information is complete.

\$ Camp Store, Camp Westwind's camp store sells souvenirs such as t-shirts, mugs, hats, sweatshirts, and other souvenirs. We do not sell food, but Westwind has items like fresh fruit and PB&J fixings available. Each camper has an "account." When you register for a summer session, you may include an amount that they are able to spend at the store. We also will have the option to pre-order shirts/sweatshirts. Campers will receive them the first day of camp. Campers may not use cash during youth camps. We strongly encourage you to add store account money **BEFORE** your camper's session using your online account.

Camp Payments

Camp Westwind offers flexible payment options. You may make payments in whatever fashion suits your budget be that weekly, monthly, quarterly, etc. We do need to have camp paid for prior to attending. If you are in need of any financial assistance, (even just partial fees), Campership applications are available online.

Emergency Contact

In the case of an emergency please call the camp office at

541.994.2383

We are also available by email. Should there be any injury (except for the most minor) or incident at camp the parent/guardian will be contacted.

Transfers and Cancellations

We understand that plans change and you may have to cancel or transfer your reservation. There are costs incurred every time we cancel and transfer reservations. That is why our policy indicates a \$15 transfer fee and a sliding scale for cancellations. Please review the complete policy at: <https://westwind.org/camps/>

Mail

Campers love to receive mail, but before you drop that note or package in the mailbox please understand it often takes 4-5 days to reach camp. If you would like to send mail we encourage you to give it to the staff person checking campers in at the bus or Knight Park and we will make sure it gets to your camper. If you choose this option, please mark envelopes with a piece of paper with which day you would like it delivered (if you have a preference).

If mailing, please include a return address. Please **DO NOT** send food - our furry critters can't keep their paws out of it.

The address is:

**Camp Westwind
Session Name
Camper's Name
PO Box 408
Otis, Oregon
97368**



BUS TRANSPORTATION

Important Information for Bus Campers

Please follow all traffic laws on PCC Campus; tickets are given by campus patrols. Please remember to drive SLOWLY as there will be a lot of excited kids near the bus.

Drop-off Procedures

- Campers must be registered for the bus. All health history information must be complete and all fees must be fully paid.
- Please send a lunch and water bottle with your camper for the long bus ride.
- Upon arrival, you will proceed to the Check In table where a staff member will meet you.
- At Check In, we will collect any mail and medications (this includes over-the-counter medications and all vitamins/supplements). All medications must be in original containers and clearly labeled with instructions available.

Pick-up Procedures

- At pick-up you will be required to show picture ID to check out your camper. Look for a staff member with a clipboard.
- Once the bus arrives, there will be a roped area where your camper will wait until they have been paired with a parent/authorized pick up person. Please DO NOT cross this rope barrier or allow your camper to leave the area before they have been checked out. This is for the safety of all of our participants.
- Luggage is off-loaded outside the rope area. Please verify you have your camper's bag as many bags look alike and please LOOK CLOSELY AT THE LOST and FOUND PILE.

Arrival and Departure Schedule

Session	Start Date	Check-in at PCC Sylvania	End Date	Pick-up at PCC Sylvania
1	June 21	11:30AM	June 26	2:30PM
2	June 28	11:30AM	July 3	2:30PM
3	July 5	11:30AM	July 10	2:30PM
4	July 19	11:30AM	July 24	2:30PM
Mini Camp	July 19	11:30AM	July 22	12:30PM
First Timers	July 22	12:30PM	July 24	2:30PM
5	July 26	11:30AM	July 31	2:30PM
6	August 9	11:30AM	August 14	2:30PM
7	August 15	11:30AM	August 20	2:30PM

Directions to PCC-Sylvania:

12000 SW 49th Ave. Lot 5 Portland, OR, 97219

Take exit 295 (Capitol Hwy). At end of exit turn right on Taylor's Ferry Rd. Turn right on Capitol Hwy and follow it (it will become SW 49th) to PCC Sylvania. As you enter the campus turn left and proceed to lot #5. Look for the Westwind signs!

Heading North on I-5

Take exit 294 (Barbur Blvd) and turn right on SW 60th. Follow 60th to Lesser and go right on Lesser. Campus entrance is 1/2 mile on the left. Follow entrance road around the perimeter of campus past the Visitor's Center to Lot #5. Look for the Westwind signs



CAR TRANSPORTATION

Important Information for Car Campers

Please drive SLOWLY and follow staff instructions, there will be many excited kids in the parking lot. Knight Park is a PUBLIC park. Please remain with your child at all times. No running or playing in the parking lot.

Drop-off Procedures

- Please park and bring camper luggage to the Westwind truck. DO NOT park in boat trailer spaces.
- All health history information must be complete and all fees must be fully paid.
- Upon arrival, please Check In with staff – someone will be available with a clipboard to meet you.
- At Check In we will collect any mail and medications (this includes over the counter medications and vitamins/supplements). Medications must be in the original containers and clearly labeled.
- Parents are not permitted to cross the river, so don't forget the hugs and kisses at the dock!

Pick-up Procedures

- At pick-up you will be required to show picture ID to check out your camper. Look for a staff member with a clipboard.
- If you are not going to be the person picking up your camper be sure to update your "Authorized Pick-Up" list on your camp account.

Arrival and Departure Schedule

Session	Start Date	Check-in at Knight Park	End Date	Pick-up at Knight
1	June 21	2:00PM	June 26	11:30AM
2	June 28	2:00PM	July 3	11:30AM
3	July 5	2:00PM	July 10	11:30AM
4	July 19	2:00PM	July 24	10:00AM
Mini Camp	July 19	2:30PM	July 22	11:30AM
First Timers	July 22	2:00PM	July 24	11:30AM
5	July 26	2:00PM	July 31	11:30AM
6	August 9	2:00PM	August 14	11:30AM
7	August 15	2:00PM	August 20	11:30AM

Directions to Knight Park: 2341 N 3 Rocks Rd, Otis, OR 97368

From Portland

Take I-5 south to Tigard/99W exit. Continue on 99W through Sherwood and Newberg. Take Hwy 18 and follow signs to Hwy 101. Take 101 NORTH for 1/2 mile then turn left on Three Rocks Road. Follow the road for about 3 miles to Knight Park. Make sure to leave enough time for summer traffic delays. Approximately 2 1/2 to 3 hours from Portland.

Late Arrival and Early Departures

The unique location of Camp Westwind is part of what makes camp so magical—it also makes accommodating late arrivals and early departures difficult. Your request for special accommodations for late arrival and early departure must be made to the Camp Director by email or phone and may require a fee with no guarantees.

Our refund policy stands regardless of circumstances that may arise with little notice.

CAMPER PACKING LIST

Clothing

- Jeans, pants or sweatpants (2-3 pair)
- Shorts (2-3 pair)
- T-shirts, long sleeved shirts
- Sweatshirts, warm sweater
- Warm jacket
- Underwear
- Socks
- Pajamas
- Waterproof rain gear (jacket/poncho)
- Swimsuit
- Something white to tie dye (T-shirt, socks, etc.)
- A set of shorts, t-shirt, shoes that can get really muddy – “mud mucking clothes”
- Sturdy shoes or boots for hiking
- Sturdy shoes for sand & water (flip flops are not recommended)

Sleeping

- Warm sleeping bag
- Pillow
- Twin sheet to cover mattress (optional, but recommended)

Toiletries

- Bath towel
- Beach towel
- Toothpaste and toothbrush
- Soap
- Shampoo & conditioner
- Comb/brush
- Sunscreen-VERY IMPORTANT
- Insect repellent
- Medications (in original containers, marked, with instructions - must be turned in at Check In)

Other

- Water bottle
- Flashlight/Headlamp and extra batteries
- Hat for the sun
- Backpack for hikes/overnights
- Camera

Extras for Teen Programs

- Large backpack with hip belt for overnight trip
- Notebook/Journal
- Extra-warm sleeping bag (optional)

Packing Tips

- Please label ALL belongings with your camper's full name - this helps facilitate the lost & found process.
- Please DO NOT bring your packed items in a plastic garbage bag - this does not support our environmental mission.
- Pack items in bags you can easily carry up a steep, sandy hill. Wheeled bags are NOT recommended.
- Remember coastal weather- it is typically 10+ degrees cooler than Portland. Please pack accordingly.

A Note about Personal Care Products

Westwind is on a septic system and we need your help to keep it running properly. Please DO NOT use antibacterial soaps (the septic system relies on healthy bacteria to run properly), body washes and other products high in fats and proteins. There are biodegradable, castile, and other environmentally-friendly products available at most grocery stores.

Please DO NOT bring these items to camp:

- Electronics other than cameras (phones, tablets, music devices, etc.)
- Weapons
- Any illegal substance
- Pets

*Devices brought to camp or on the bus for entertainment will be checked in on the first day and checked out on the last.

Lost and Found!

Email info@westwind.org to schedule a time to find your belongings. Our final lost and found pick up will be on Saturday September 19th 9am-12pm at the Portland office. 825 NE 20th Suite 310 Portland, OR 97232

Westwind is not responsible for items which are lost, stolen or damaged. Do not bring items that cannot be easily replaced or that you consider to be expensive.