



# WHITE MEMORIAL CAMP PARENT-CAMPER MANUAL 2021

Need-to-know information to prepare your camper for a wonderful summer camp experience!

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## Welcome Letter from the Director

Greetings Campers and Camp Enthusiasts!

On behalf of the entire WMC community, we wish to welcome you to our camp on the Peninsula in the Prairie!

To our campers and guests - Whether it's your first time attending camp, or your eleventh time, we cannot wait to see you. When camps and special events are not in session, we stay busy cleaning, repairing, and updating our facilities and activities. We attend conferences to learn the latest camp trends, and we host staff training for those ridiculous camp counselors we all love so much. We do our best to make sure you feel right at home when you pass through the stone gate and ring the camp bell.

To our parents/guardians, sponsors and caretakers - WMC is your camper's new favorite home-away-from home. A place they can call their own. Here they'll make friends, develop their own community, and have choices over the type of experience they want to have. We want your camper to leave with tools to gain more confidence, stronger communication skills, social awareness, and an appreciation for the outdoors. For those attending our faith-based camps, we want to help our campers grow their faith and to leave spiritually fulfilled in their beliefs. Seeing as most sessions are only a week long, we hope at the very least that they return home well-fed, a little tired, smelling like campfire smoke, and overflowing with positive memories!

We believe our program consists of experiences that cannot take place anywhere else. Our programs are active, engaging, valuable and mega-fun! Our programs give our campers a sense of connection to nature, and celebrate the differences in people. Camp should inspire a curiosity that carries over into the school year.

So, campers, make yourselves right at home. Ask us any questions, and don't be afraid to try new things. Families, rest easy knowing our staff want the very best for your camper. We play hard, but only after we train and prepare hard first.

We look forward to sharing our program with you. Should you have any questions, please do not hesitate to contact our office.

Camp on!



Justin Whittaker  
Camp Director  
620-767-5165

P.S. -

**Covid 19: Along with general camp info, this guide details our Covid 19 plans and policies for 2021.**

While camp will operate differently this year, in truth, nothing has changed. Structured safety and detailed planning are always the foundation of any event we host. We believe that in order to facilitate positive experiences and allow for maximum fun - first, we need to make folks feel safe and comfortable. We set clear expectations, provide a safe environment, and never let anything get in the way of making sure the campers' basic needs are met. We ask that everyone do their part to help each other stay safe while making the most out of their camp experience. Should you have any questions about this year's policies, please do not hesitate to contact our office!

## Camp Preparation To-Do List:

- Read this manual as it will answer many of your questions about camp
- Read the [Covid Policies Manual](#)
- Register as early as possible - we offer full refunds if campers cannot attend due to Covid 19.
  - Registration can be managed online or over the phone by scheduling an appointment.
- Complete all forms by the listed deadlines. PRIOR to check-in day.
- Pay any outstanding fees or optional add-ons (such as T-shirt or Camp Store money) before the first day of camp.
- \*14 days prior to your camp session, follow the prescreening checklist provided in this manual.
- Upload, mail, or fax the Medical Examination Form (Physical) to Camp. Form should be no more than 2 years old - sooner if medications or treatments have changed.
  - The doctor's office, your school, or other extracurricular organizations may have one on file. You can send a copy to camp. Otherwise, you may need to schedule an appointment with a physician.
- If the camper takes medication, please be sure to have your pharmacy (or physician) fill their upcoming prescription in blister pack form. Notify camp if you plan to have medications packaged and sent to us in advance.
- Send your camper a letter a few days to one week before arrival. Or bring sealed letters to check-in. This way the letter will be waiting for them on the first day of camp or arrive mid-week. OR you can use the camper communication tool in your online account to send an email that we will print and deliver to your camper.
- Pack for camp. Check the weather closer to your camp arrival date to pack accordingly.

For any questions you may have that are not answered in this packet, please check our website or your UltraCamp Account FAQ for more information including lists of all of our activities, medications included in our First Aid, Camp History and more. If you can't find what you need, please do not hesitate to contact us!

### General Summer Camp Office Hours:

**Sun:** 1:00 P.M. - 3:00 P.M. (Camp check-in days only)

**Mon:** 12:00 p.m. - 4:30 p.m.

**Tues - Thurs:** 9:00 a.m. - 4:00 p.m.

**Fri:** 9:00 a.m. - 2:00 p.m.

**The office is generally closed on weekends except to handle pre scheduled rentals or camper check-in or checkout.**

### Contact Information:

**Phone:** 620-767-5165

**Fax:** 620-767-7244

**Camper Letters, General Questions, Scheduling:** [Office@whitememorialcamp.com](mailto:Office@whitememorialcamp.com)

**Emergencies, Personal Questions, Reports, Staffing:** [Director@whitememorialcamp.com](mailto:Director@whitememorialcamp.com)

**Summer Camp Emergency (After-Hours) Contact Number:** 785-218-02340

**Website:** [www.whitememorialcamp.com](http://www.whitememorialcamp.com)

## Camp Registration

**Register Online or Over the Phone!:** Use our website to set up your account and register. If you do not have internet access, call the office and we can help you register over the phone.

### Registration Open:

Ask about signing up for next year's camp during check-out this year for discount opportunities! Registration for all camps opens in January. WMC may add more programs in the spring so check our website to see if the calendar has been updated. Registration for Local Kids to Camp may begin later in the Spring depending on the timing of our grant funding.

### Registration Deadlines:

To help us plan the best camp experience possible, please register as early as you can.

We strongly encourage registrations to be completed no later than 30 days prior to a camp session to allow time to complete documents, see a doctor as needed, package medication as needed, and allow WMC time to prepare. General registration may run as late as 10 days prior to the camp session. If you've missed a registration deadline, contact our office and we will see about getting you signed up!

**Discounts and Deposits:** The earlier you sign up, the more discounts we have available. As for deposits, if you are unable to attend due to Covid, you may receive a full refund, attend Virtual Camp and be refunded the difference in cost, transfer credit to future camps, or make a donation.

### Payment:

We have flexible payment plans available and are happy to work with families in making the registration process easy and efficient. Scholarship application are available as well (no credit check or financial information required).

- WMC accepts credit card payment (online or over the phone), cash payments, and checks submitted prior to check-in day. Registering online allows guests the opportunity to pay in any of the above methods.
- A deposit is generally due upon registration to secure any time-sensitive discounts and to lock in a camper's spot for registration. Deposits can be paid in any of the ways listed above. To take advantage of an early discount, the deposit must be paid (or mailed) by the discount deadline and the remainder must be paid prior to arrival to camp.

**Paperless and PrePaid:** Please have all paperwork (especially health forms) submitted, uploaded, mailed, or faxed to camp prior to arrival. Call or email our office if you need assistance.

While you can pay for T-Shirts, Camp-Store money, or registration fees during check-in, we encourage you to do so in advance by mailing checks or via credit/debit card online or by calling our office. On-site payments must be Cash or Credit/Debit card. By helping us cut back on paperwork, and in-person transactions, you are doing 4 things.

- Ensuring that we prepare for your camper properly by knowing their health, dietary, and other needs.
- Speeding up the check-in process for all guests and campers
- Helping prevent the spread of Covid by not sharing items
- Reducing paper and waste - as a camp we promote helping the environment by recycling and going green.

### Late Registration:

Registering, finishing a partial registration, or paying remaining fees on the day of check in will result in late charges of \$15 without working out a prior payment plan with WMC staff.

## How To Register

WMC utilizes paperless registration. Parents, Groups, Churches, Coaches, Caretakers, ID/DD facilities and so on, can all create individual or group accounts.

- Registration is handled directly from your account portal and can be updated anytime of year.
- If you do not have internet access, you may call into the camp office and register over the phone! It's that easy.
- Visit [www.whitememorialcamp.com](http://www.whitememorialcamp.com) and click the "Login/Register" button at the top of the page.
- Use your email address and password to either create an account, or login to an existing account. If you are registering on behalf of someone else, use your own information to create the account. You will add the camper information later by clicking "Add Person to Account."
- Once you've added the person(s) who will be registering for camp, click the Registration tab. Then choose the name of the person you will register first.
- A list of available camp sessions will appear. Check the box of the session you wish to sign up for then click the "Register" button above.
- When adding people to the account, you have the option to add information such as contact info, age/grade, health history, medications, allergies, bios and more. This will help determine which camp sessions they are eligible to attend. You can also access some forms by visiting the "Document Center." Once camper information is saved to their profile, you can easily register them for sessions this season, or next season without retying all of the basic info and health info.
- You'll receive confirmation emails as you complete various parts of the registration process.

**Forms/Paperwork:** "Registration" for camps includes:

- Basic Information: Contact, identity characteristics, session choices, pricing, roommate requests, meds, dietary needs, Tshirt size
- Health History: All medical information is requested in our online forms. One form is the "Health History," which includes your child's immunization record.
- Medical Examination (Physical Exam Form): The second form is a paper form which must be downloaded and printed. Ask your child's doctor to complete this form at the time of the physical. The form must be current and signed by you and your child's physician. Please upload the form to your account, email, or fax the form back (without a cover page) to the number indicated on the form.
- Permissions: assumption of risk, permission to treat, transportation/ pick-up, media release, permission to search
- Pricing: Camp store, tshirt, tiered pricing, scholarship code or discount, payment plan options.
- Payment: Deposit, additional payments, final payment, possible late (day of check-in) fee
  - People may pay via credit card online or over the phone. Cash/Checks may be mailed directly to camp. WMC may allow echecks in the future through the UltraCamp Software.
- Scholarship Forms and reward letters
- Camper Care Forms for ID/DD retreats: Give a clearer picture of the individual's behavioral and mobility needs.

## Day of Check In

[Review our Covid-19 Policies](#) as Check-In will be different for 2021. Check-in will manage the following.

## Before Camp

### Pre Screening at Home

This season, we require at-home pre-screening of campers (with the assistance of parents/guardians). It's easy! Just plan to self-monitor for 10 days prior to the camp event. During those two weeks, keep track of the following each day.

- Take and record temperature each day. Log if fever of 100.4°F or higher
- Self-screening for symptoms (fever of 100.4, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.)
- Practice social distancing, proper mask wearing, cough/sneeze etiquette, and hand washing.
- Try to avoid traveling and coming into contact with places or people who may have been exposed to Covid.

### Before Leaving the House on Check-In Day

- Check for symptoms one more time.
- One more temperature check. If temp. over 100.4 F, call Camp to speak to the Nurse as you may be advised to stay home until the fever lowers.
- Double check the Packing List. Clearly label everything with camper name or initials. Recommend storing pillows, blankets or smaller sleeping bags inside a cloth or plastic bag and label the bag.
- Separate medications and paperwork from luggage as it's to be handed to the Staff during check-in.
- Use the restroom! We will only have one guest restroom or portapotty available for non-campers.
- If you are able, please keep passengers to a minimum by only bringing those attending the camp and one parent/guardian. If travelling with extra passengers, have them wait in the car during check-in.
- Anyone at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
- Bring and wear masks - driver and passengers as well.
- Use the car ride to remind your camper of proper health and safety while at camp.
- Use the car ride to begin goodbyes and build excitement for camp!

### Reminders for Parents/Guardians During Drop Off

- If you must leave the car, maintain 6 feet of distance from other families, campers, and staff.
- When signing paperwork, staff will wear masks and keep their distance. They will carry hand sanitizer you can use and will wash their hands between each person's check in.
- Put on your mask before rolling down your window or exiting the vehicle.
- There will be a designated guest restroom or port-a-potty on site for non-campers to use in case of emergencies.

## Arrival and Departure

### Check-In / Drop Off

#### Arrival Times

Campers will be assigned a time and will be dropped off at camp during staggered timeframes. Contact Camp to pick a new drop off/pick up time or if you are running late. Please do not arrive too early as staff will be preparing for you and ensuring a safe space.

#### Check-In Location and Traffic:

- Check in will be managed "drive-thru" style. As you pull in, staff may ask you to wait if main area is too congested.
- Check-In will be held outside along the sidewalks between the Dining Hall to Big Red and from Big Red to the Office. Cars will pull up and staff will meet them at their parking spot. Please stay in your cars!
- As you approach the Stone gate, keep to the right of the road as much as possible.
- Guests will drive to the gravel loop between Big Red and Dining Hall. The traffic loop will go counter clockwise.

- Pull up next to the Dining Hall and transition to stations along the sidewalk to Big Red and to the Office Building.
- You will exit down the same road you entered on, keeping to the right side of the road.

### **Prescreening Station.**

The Dining Hall patio / sidewalk to Big Red is the Pre-screening area. Staff will direct you to park and come to the Driver's window.

1. Staff will check your mask and provide one if needed.
2. Staff will provide the rapid test swab. This can be self-administered or our staffer can swab for you. The staff will take the test back to the observers.
3. Staff will ask the Prescreening Questions to document your camper's current health and screen for Covid.
4. Next staff will take the Camper's temperature. Should they need a second opinion or assistance, they will ask the Nurse to take the temperature again.
5. Finally, you will be directed to pull forward slightly along the sidewalk leading between Big Red and the Office.

### **Registration Check:**

There will be a few parking stations along the sidewalk, each performing the same tasks as follows.

1. Verify All registration information has been submitted and complete any missing forms
2. Pay remaining fees or camp store fees (please try to have this done in advance if possible)
3. Turn in any medications to our staff. If our Nurse has questions for you, or if you have questions for our Nurse, the staffer will notify the nurse who will come over. Otherwise, staff will go through the checklist provided by the Nurse.
4. **Test Results must be confirmed negative before campers or luggage leave the car.**
5. Luggage Check-In. At this point the camper can exit the car. Staff from our Luggage Team will assist with unloading the suitcases. If they need assistance or luggage is not easily reached without getting into the vehicle, one other passenger may exit the car to help and follow these steps.
  - a. Camper and Driver must be wearing a mask and will be provided hand sanitizer by the staffer.
  - b. Staff will provide disinfectant wipes to wipe down luggage - especially handles and straps.
  - c. Staff can help camper take luggage to the dining hall patio to their designated cabin area.(If camper is in Big Red, luggage and camper will go to the porch of Big Red
6. Nametags, Water Bottles, Shirts and such: Before dragging luggage to the patio, staff will tell you what cabin you are in, provide your nametag and other goodies.
7. Campers will wait in designated areas (patios) with luggage for the People Mover to take them to their cabin! Meanwhile families will exit the loop out toward the road excited that their camper is off on a great adventure!

### **Pick Up / Leaving Camp**

- We will schedule staggered pick-up times to limit group sizes. Contact us if you will be late or need to change your pick-up time. Pick-up will be a drive-thru process so please stay in your vehicle.
- Drivers and passengers must follow the same procedures used during drop off ( masks, stay in the car..)
- Traffic will follow the same pattern used during Drop Off / Arrival.
- Campers and Staff will gather luggage, monies and medications to have ready upon your arrival.
- Pull up to the sidewalk in front of the Dining Hall. Our staff will approach the car and verify that you are an authorized pickup for a camper. They will radio to have the camper brought to the car.
- Staff will return medications and monies.
- Staff will load luggage into your car, wiping any door handles or areas needing touched.

### **Buses and Vans**

For our Camps that bring guests in Buses or Vans, we understand you will have your own procedures to follow and that depending on the vehicle in use, not all recommendations below can be followed. Just do your best!

Follow all steps in the previous "Before Camp" section. Then check out below.

### **Arrival Times:**

Groups will be assigned a drop off time and will arrive at camp during staggered timeframes keeping traffic light and group's small. Please notify WMC Office if you need to pick a new drop off/pick up time or if you are running late. Please do not arrive too early as staff will be busy preparing for you and ensuring a safe arrival space.



## Prep and Safety

- If possible, use buses and vans that have cargo storage separate from the passenger cabins. To help distance passengers from each other, limit seating capacity per bus or assign seats spaced apart, use larger vehicles with more space or use more than one vehicle. Just do the best you can.
- Drivers and Sponsors should be medically cleared to work (temp checks, no symptoms, etc)
- Drivers should wear N95 respirators
- Drivers should sanitize all handles, seats and high-traffic areas and ventilate the vehicle with fresh air.
- Be ready early to ensure you meet your scheduled drop off time.
- Stock vehicle with hand sanitizer, gloves, masks and other PPE and cleaning supplies.
- If possible, Gather Camper medication, paperwork or payments. Keep in easily accessible storage or up front.

## Before Boarding

- If able, WMC or the Group Sponsor will provide cabin assignments to campers in advance and campers can sit (still spaced apart) by cabin group.
- Recommend that only one parent/guardian attend the drop off and/or ask extra passengers to stay in their car
- Everyone should wear masks while waiting for the bus / van.
- Social distance (at least 6 feet) from other campers and parents.
- Use the restroom before getting on the bus.
- Collect camper medications, monies or paperwork in a box or tub. Keep separate from the rest of the luggage.
- Designate someone to help load luggage. They should wear proper masks, wash and/or sanitize hands. They will use sanitizing wipes to wipe down luggage, especially handles, zippers and areas used to carry the item.
- Reminders:
  - Do not board if you are sick or experiencing any flu-like symptoms.
  - Wash or sanitize hands before boarding bus, van, or vehicle.
  - Practice good hygiene: Cough or sneeze, into your elbow and avoid touching your face.
- NOTE: If there are enough staff to do so, perform pre-screening questions and temperature checks for each person prior to getting on the bus. Anyone experiencing symptoms or fever over 100.4 should be told to Call the Camp Nurse and/or drive separately from the group, or go home until a doctor's note can be provided.

## Travel to Camp

1. Once on the bus, go to your assigned seat - keep space from other campers.
2. Wear a mask while riding in the vehicle, even if windows are down.
3. If weather permits, roll down windows until reaching the gravel road.
4. Remind Campers that camp will be awesome, but we have to watch out for each other and ourselves. When they arrive, they'll have to be patient during check in, then the fun begins. Remind them that WMC staff are there to keep them safe so listen to their instructions.

## Upon Arrival (Buses and Vans)

1. Drive to the gravel area in front of the Dining Hall (park next to or over the sidewalk as needed).
2. Ask all campers to stay on the bus. (if bathroom Emergency, one camper at a time may ask staff to use the bathroom and return to wait by the bus).
3. WMC staff will speak with the Driver or Sponsor and collect Paperwork, monies, and medications.
4. Another WMC staffer will call out names by Cabin Group.
5. Campers will exit one at a time. Campers will use the hand sanitizer provided. Staff will then hand them their name tag. Staff will approve their mask and provide extra as needed.
6. Campers will be directed to wait with their cabin group (keeping 6 ft apart). Each Cabin Group will be spread out away from other cabin groups.

## *Camper Manual 2020*

7. At their Cabin Group location, staff will perform **rapid tests**, pre-screening questions and take camper temperatures, consulting the nurse if needed.
8. Meanwhile WMC will have The Designated Luggage Team unload and use sanitizing wipes to wipe down all luggage. Luggage will be placed in the loading area matching the cabin group that Camper belongs to. WMC can use carts to transport luggage to cabins as needed.
9. Cabin Groups will be led to their cabin by their counselors.
10. When leaving, vehicles can either turn around in front of big red or drive past Blue Cabin (veering right) Use the large open grassy area to turn around and exit the same road as entered.
11. Buses/vans remaining on-site will use the Event Parking area behind the Dining Hall and should take steps to sanitize and ventilate the bus once parked.

### **Pick-Up / Leaving Camp**

1. Campers will be called to the bus one Cabin Room at a time.
2. Campers and staff will follow the same process in the “Prep and Safety” and “Boarding the Bus” sections except the PreScreening steps.

## Open Camp Sessions for Youth

- July 10 - 12: Local Kids to Camp - *Completed grades 3-5 of USD 417, Homeschool, Public School, surrounding area schools*
- July 26-Aug 1: Last Blast! Completed grades 4-12
- July 26 - 28: Young Adventurer's Camp - Completed grades K - 3rd
- July 26 - August 1: Prairie Run Cross Country - Completed grades 6th - 12th

## Open Camp Sessions for Adults

- July 13 - 26: Arrowhead Camp (ID/DD Retreat)
- July 20 - 24: Cottonwood Camp (ID/DD Retreat)

## Open Special Events and Retreats

- WMC is available for retreats, camps, special events and cabin rentals anytime camp is not in session.

- May 22 - 25 Memorial Day weekend - Great time to hold a small retreat or rent a cabin with the family!
- July 3 - July 5: Cabin Rental Available! - Great time for church retreats, family reunion, or cabin rental
- September 7: Labor Day - Great time to host a small retreat, camp or rent a cabin!
- October 16 - 18: Kansas Chi Alpha Fall Retreat - Open to All Kansas college chapters of Chi Alpha.

## Open House / Public Events

- August 29: UCC Open House - Members of the Kansas Oklahoma United Church of Christ and their familie

## Communication

### Summer Camp Office Hours:

Parents may call Camp during office hours at 620-767-5165 during the session to inquire about their campers, but campers and counselors cannot use the phone or receive calls. An answering machine is on each night after office hours.

**Sun:** 1:00 P.M. - 3:00 P.M. (Camp check-in days only)

**Mon:** 12:00 p.m. - 4:30 p.m.

**Tues - Thurs:** 9:00 a.m. - 4:00 p.m.

**Fri:** 9:00 a.m. - 2:00 p.m.

The office is generally closed on weekends except to handle pre scheduled rentals or camper check-in or checkout.

### Contact Information:

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**Fax:** 620-767-7244

**Camper Letters, General Questions, Scheduling:** Office@whitememorialcamp.com

**Emergencies, Personal Questions, Reports, Staffing:** Director@whitememorialcamp.com

**Summer Camp Emergency (After-Hours) Contact Number:** 785-218-02340

### Letters

We encourage parents/guardians and campers to write letters, though given the length of the session and when the letter is sent, they may beat the letter home. Still, writing back and forth is a great opportunity many don't get to experience these days!

- Packing pre-addressed, stamped envelopes or postcards to encourage your camper to write home.
- We strongly encourage parents to write to their children-they do look forward to hearing from you.
- You can mail the letters in advance so they arrive during the camp session, or you can bring the letters during check-in. Label the mail for the days it's to be delivered by our Office Manager. You can also send emails to be printed and given to your camper.
- Emails for Campers Sent To: Office@whitememorialcamp.com with E-mail subject: "Letters from Home" to be printed or "Curious Parent" if you want to ask our staff how the week is going
- Mail should be addressed to:
  - Camper's Full Name
  - Session Name (ie Last Blast or Arrowhead)
  - White Memorial Camp
  - 1271 S. 1050 Rd.
  - Council Grove, Ks 66846

**Visitation:** Visitation is discouraged during a camping session. If a parent/guardian visit is required, prior arrangements need to be made. All visitors must report to the Camp Director and be escorted around camp.

**Stay Connected:** Follow, share and Like us on **Facebook & Instagram** @ExperienceWMC #ExperienceWMC

**UltraCamp Emails:** Emails can be sent to campers via your UltraCamp account, or you can email us directly.

### Weekly Update

A once per session email to parents or caretakers of current campers to update them about the session thus far. It may also have reminders, photos and other resources. Sent Wednesday by our Program Director

## Electronics Policy for Youth Camps

It's time to disconnect to reconnect. We request all electronics be left at home for several reasons.

**Electronics Policy:** Campers shall NOT bring to camp:

- Cell Phones (regardless if they are active or not) - nor can they be used as cameras.
- Smart Phones (with or without a SIM card)
- iPod and MP3 players with screens or capability to connect to internet
- iPads, tablets, Laptops and Netbooks
- Gaming consoles or Handheld Electronic Gaming Systems of any brand: Nintendo DS, Switch, PSP,
- Any device capable of connecting to a mobile or wifi network.

**Music players:** No music players of any kind. These become a distraction and a safety concern. Campers walking around with headphones are not alert to their surroundings and camp has much to pay attention to. Music in the cabins can then be loud or inappropriate and if everyone has music playing, no one can be heard.

**E Readers:** (Kindles, Nooks, and other e-readers that connect to the internet) may be brought with preloaded books and no video, games, or music loaded onto the device. Wifi Access will not be granted. This will be up to the discretion of the counselor and Welcome Team during check-in to camp. The device will still need to be checked in but may be checked out during rest time for reading purposes.

**Digital Cameras with no wifi:** Campers may bring cameras to camp provided that they cannot upload pictures to the Internet. Due to the nature of camp programs, a disposable or inexpensive camera is highly recommended

**Explanation:** We know in this high-tech era that it's difficult for youth to not be in constant contact with their families and friends via social media apps, texting, or cell phone calls. However, camp is a unique experience. The camp experience helps youth develop life skills including independence and self-reliance. Among the concerns that make bringing and using cell phones and other communication devices inappropriate at camp are:

- Concern that such expensive devices will be lost, damaged, or stolen. WMC, camp, and staff cannot accept responsibility for lost, stolen, or damaged items at camp.
- Inappropriate use of photo/ video devices. The ease of uploading inappropriate photos and videos is a concern. Cyber bullying is not permitted before, during or after camp.
- In addition, youth contact with home if they are suffering a temporary spate of homesickness at camp may cause the condition to worsen. We fully appreciate and respect the positive relationships our campers and counselors have with their families, but if they are to benefit fully from the camp experience, they must be encouraged to develop the skills of independence and self-reliance.

If there is an emergency, or if we are concerned about the youth's well-being, we will contact the parents or guardians immediately. Campers are constantly in the company of other campers and counselors while at camp, and our camps are staffed with many caring adults with safety, first-aid, lifeguarding, behavior management and other training. Thank you for your cooperation with our electronics policy.

## **A Typical Day at WMC**

Schedules will vary from camp to camp. Below is a general guideline in which cap builds its curriculum and activities around. Note: Grades K-3 and Adults with ID/DD have an earlier Lights out time. Younger Campers tend to be in bed no later than 9:30 and Adults with ID/DD no later than 10 with an 8:45 cabin time to relax, shower, and prepare for bed.

7:30 – Rise and Shine

8:00 – Breakfast—a full, delicious meal with proteins, carbs and fruit

8:45 – Cabin clean-up and get ready for morning activities

9:15 – Morning Activity Rotations & Skill Building— campers rotate between a couple activities in the morning to learn new skills or advance current skills

12:00 – Lunch – home cooked meals with salad bar choices

1:00 – Rest & Relaxation – draw, read, write, or other quiet activities

2:00 – Swim

3:00 – Camp Store & Free Time (snacks & soft drinks available for purchase)

3:30 – Group Activities, Cabin Group Activities, or Activity Rotations

5:30 – Dinner – kid friendly meals with salad bar choices

6:30 – Varies: Group Activities, Cabin Group Activities, Activity Rotations

8:30 – Vespers Worship & Sunset Appreciation

9:30 – Campfire, Evening Games, or Group Activity (ex. talent show, dance, alpha wolf, evening swim, campfire)

10:30 – Lights Out

## Transportation And Check-In/Check Out

Each camper needs to make his/her own travel arrangements. If carpooling, a permission form must be sent with your camper so they can be checked out by someone other than the parent/guardian.

**Directions:** White Memorial Camp is located 23 miles south of I-70 on Hwy 177 (turn west onto K Ave.), or 6 miles north of Council Grove on Hwy. 177 (turn west on K Ave.), Follow K Ave. 1 ½ miles west. Then turn left or south on 1050 Rd. Proceed 4 ½ miles south to camp. GPS should take you just past the main gate. Ignore the dead end signs, we're the dead end because if you keep driving you'll end up in the lake.

### Check-in and Check-out procedures

Please bring your camper inside to check in. They must be accompanied by an adult. There is important information you will need to know when they arrive.

When leaving, you must come inside to sign out your camper. Make sure to collect any camp store change, medication or crafts. Campers will not be allowed to leave camp with another camper or person without parent/guardian written permission. If your camper is not allowed to leave with certain person please make sure you note this clearly on your camper's paperwork.

**Early or Late Arrival or Departure:** Arriving early or arriving late to pick up your campers is discouraged due to staffing requirements. However, if schedules aren't workable, we can arrange to accommodate your early arrival or departure. A minimum \$25 fee will be charged and reservations need to be made at least 24 hours in advance.

### Arrival and Parking:

Please do NOT arrive early without prior approval. We have a very packed pre-camp checklist and will be busy preparing an awesome experience for your camper and we will need all of our allotted time to do so. If you find yourself a bit early, please wait near your vehicle or on the patio of the dining hall until the registration doors are open. You may use the restrooms directly inside the dining hall.

- Registration takes place in our Dining Hall. It will have a sign reading "registration here →" It's the first large building on your right and has a large patio - can't miss it.
- Speed limit is 10mph once you pass through the stone gate.
- Some camps may have assigned pick-up or drop of times, but you will be notified if that is the case.
- Be careful driving around the camp and be sure to leave room if parking near or behind other parents.
- Please take turns entering for check-in. We have a lot of campers we are excited to see and we want to do a thorough job during check-in so our week goes smoothly.

**Families/Parents/Individual Drop Off:** You may park in front of Big Red Cabin, behind the dining hall by following the parking sign, or in front of the office building. Generally we ask that you wait to bring up your luggage so you can drive it down to the cabin and help your camper settle in.

If you do not wish to go to the cabin with your camper, you may bring luggage to the dining hall patio to be handled by our Welcome Team.

**Self-Driving:** Campers attending a youth camp that have a driver's license and have filled out the proper paperwork for approval prior to the camp session, may drive themselves to and from camp and must follow specific check-in/check out instructions.

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- Upon arrival and prior to departure, the camp staff will contact the Driver's legal guardian with the Driver present to confirm.
- Their vehicle must be parked in the designated parking area behind the dining hall and locked for the entirety of the session.
- Keys must be turned in upon arrival.
- If the Driver is transporting another camper, additional arrangements and permissions must be arranged prior to the Camp Session with the Camp Director.
- Campers with drivers licenses are not permitted to drive camp vehicles.

**Buses / Vans / large groups:** For groups arriving all at once or in several large groups, follow assigned drop-off and pick-up time slots if assigned and wait your turn. If there is a bus in front of you, please let them finish unloading before beginning your drop-off.

- Large buses may find it easier to park behind the dining hall in the designated parking area near the sidewalk to allow folks to easily bring their luggage.
- Campers begin their check-in process on the patio by receiving a nametag and checking bags which our trusted staff will deliver to their rooms.
- Ask your campers to form a line for check-in with their luggage.
- Drivers bringing medications or other items needing turned in bulk, please stand ahead of our campers and ask our Welcome Team where to go. Try to follow the same check-in process and let us know which campers you brought and whose medication or personal items.



## Packing List and Packing Tips

Packing for camp is the start of your child's independent camp experience. Please have your child participate in packing for camp so that they know where to find their clothing and other items. Campers who don't participate in packing often don't know what they have or where to find things at camp, which makes it harder to get acclimated to camp and to keep track of belongings.

**Tip 1: Label:** Please label all items (even underwear and socks). We are not responsible for any lost items though we will do our best to help campers keep track of their personal items. First name with first letter of last name, last name only, or if you have to, initials. If using initials, use first, middle, and last. See Lost and Found policies.

**Tip 2: Bags:** Use whatever containers or baggage you have to transport luggage so long as it can be neatly organized, labelled and kept track of.

- Be sure bags are easy to carry and strong enough not to tear. We suggest duffel bags or backpacks for packing.
- Try to pack all bedding neatly into one bag and leave clothing and personal items in the other bag.

**Tip 3: Pre-Inspection:** You may include a checklist of packed items, or list items you wish to be returned home.

- Inspect all items to be sure they are labelled and count to make sure you've sent enough of each.
- Inspect for tears, stains, and items that aren't allowed or are not needed at camp.
- Bedbugs** can happen to anyone no matter how clean or organized you are! They are "hitchhiker bugs" and WMC works very hard to inspect for and prevent bedbugs at our facilities. Help us make camp safe for all guests.
  - Make sure you don't have any stowaways.
  - Check your campers clothes, bags, shoes, linens, sleeping bag and so on for bed bugs or lice. See our bed bug policies for tips on preventing and treating bed bugs.

**Tip 4: Clothing:** A good rule of thumb is to avoid clothing that would not pass a school inspection.

Camp gets messy. Bring at least one outfit that can get dirty and stained. We recommend that you do not send new clothing for your camper.

### Tip 5: Bedwetting

Our staff know that bedwetting can happen and are taught to be discreet in such cases. Staff ensure that the camper's sheets are washed while the campers are out of the cabin. If you anticipate a case of bedwetting, please pack one extra set of sheets, protective underwear or extra clothes as needed, and let the counselor know that bedwetting may occur.

### Tip 5: What NOT to Bring

Any prohibited items not immediately checked in or confiscated, WMC is not responsible for lost, damaged, or stolen items. For the sake of fairness and consistency, staff may confiscate and properly check-in and store items that were missed during check-in to be returned during check-out.

**Tip 6: Camp Store:** Campers may bring money to use in the camp store for daily treats. \$10 to \$15 is usually a sufficient amount for the week for food. They can bring more if they'd like to buy t-shirts or camp merchandise. All money is to be turned in with registration. Campers use the checked-in money as credit at the store. All left-over money will be returned to the parent/guardian at the end of the camping session. The camp store is stocked with T-shirts, a few toiletry items, pop, fruit juice, snacks, and other camp items. Sams Cola and healthy granola bars may be available for campers unable to provide funds for camp store.

### Lost and Found

Unclaimed items will be presented on the Lost and Found table as part of check out. Campers and Parents will have a chance to look through the items to claim anything that belongs to them. Leftover items after check-out will be collected and stored in the camp office. Clothing items will be washed. All items will be held for thirty days at which point they will be considered donations to the camp and absorbed into camp supplies, disposed of, or donated to someone who can use them. WMC will make efforts to notify parents of lost items that were found. The office manager will send an email with a list of lost items with no descriptions. The person who thinks they lost something can contact the camp and describe the item. Camp will mail back the item if pickup is not possible. Depending on the item, the Camper's family may be responsible for printing a package slip and paying shipping costs. If items are clearly labelled we will contact the camper's family regarding their lost and found the week following the previous camp session.

## YOUTH CAMPS: ESSENTIAL CAMP PACKING LIST

### MUST BRING:

Check off the list as you pack.

- Masks: Proper facemasks to protect against spread of Covid-19. Recommend minimum of 3 masks. Camp can provide masks as needed. (See our Covid Policies for more info)
- Bedding: Sleeping bag or bedding for a twin bed, i.e. bottom fitted sheet, top sheet & blanket/ comforter.
- Pillow & pillowcase
- 2 Towels: for showers and one for swimming
- Toilet Articles – Toothbrush, toothpaste, shampoo, soap, deodorant, comb, brush, sanitary pads
- Sunscreen
- Bug spray (non-aerosol if possible, as its damaging to cabins and nature)
- Water bottle (WMC provides one, and campers are welcome to bring their own).
- Clothes: Enough for each day and extras
- Medications: bubble packs (see our full medications policies)
- Shorts
- T-shirts
- Underwear
- Socks
- Pajamas
- Pants or jeans (in case it gets cool)
- Jacket or sweatshirt
- Swimsuit
- Closed-toed sturdy walking shoes for hiking & camp activities (ie. tennis or running shoes)
- Water shoes for lake use - MUST HAVE! (Inexpensive ones or extra pair of old shoes meant to wear in the lake that week)
- White T-shirt or bandana to tie-dye (some camps offer this craft)
- Notebook
- Pen or pencil
- positive attitude

### OPTIONAL ITEMS

- Bible, We have extras.
- Talent Show stuff for some camps.
- Sandals with a strap to secure sandal to feet
- Shower shoes (flip flops) for pool & cabin use
- Rain Gear – poncho or raincoat or umbrella
- Flashlight or headlamp
- Outfit for “fancy” dinner or dances
- Dark clothes for night games
- Small backpack or bookbag
- Musical Instrument - Guitar, flute, etc
- Sketch pad or journal
- Comics or Books for reading
- Address list of friends and relatives to write to
- Favorite stuffed animal or photos from home
- Sports equipment (with your name on it!)
- Deck of cards or non electric games
- Fishing gear and bait
- Inexpensive or disposable camera
- food (unless you are okay with sharing)

### PROHIBITED: DO NOT BRING:

- Ø clothes that advertise cigarettes, alcohol, sex or drugs
- Ø Drugs, alcohol, or tobacco products
- Ø Weapons of any kind. This includes knives, guns, or explosives, airsoft guns etc.
- Ø Fireworks and matches
- Ø Expensive items that you do not want lost or broken.
- Ø Explicit or offensive materials
- Ø Expensive valuables/jewelry
- Ø Unorganized or unidentified meds
- Ø Electronics (see electronics policy),
  - Cell Phones (regardless if they are active or not)
  - Smart Phones (with or without a SIM card)
  - iPod and MP3 players with screens or capability to connect to internet
  - iPads, tablets, Laptops and Netbooks
  - Gaming consoles or Handheld Electronic Gaming Systems of any brand: Nintendo DS, Switch, PSP,
  - Digital Cameras
  - Any device capable of connecting to a cellular or wifi network.

## ADULT (I/DD) CAMPS: ESSENTIAL CAMP PACKING LIST

### MUST BRING:

Check off the list as you pack.

- Bedding (optional) WMC will provide sheets, fleece blanket, and pillow for each camper.
- Masks: Proper facemasks to protect against spread of Covid-19. Recommend minimum of 3 masks. Camp can provide masks as needed. (see Covid Policeis for more info)
- 2 Towels: for showers and one for swimming
- Toilet Articles – Toothbrush, toothpaste, shampoo, soap, deodorant, comb, brush, sanitary pads
- Sunscreen
- Bug spray (non-aerosol if possible, as its damaging to cabins and nature)
- Water bottle (WMC provides one, and campers are welcome to bring their own).
- Clothes: Enough for each day and extras
- Medications: bubble packs (see our full medications policies)
- Shorts
- T-shirts
- Underwear
- Socks
- Pajamas
- Pants or jeans (in case it gets cool)
- Jacket or sweatshirt
- Swimsuit
- Closed-toed sturdy walking shoes for hiking & camp activities (ie. tennis or running shoes)
- Water shoes for lake use - MUST HAVE! (Inexpensive ones or extra pair of old shoes meant to wear in the lake that week)
- White T-shirt or bandana to tie-dye (some camps offer this craft)
- Notebook
- Pen or pencil
- positive attitude

### OPTIONAL ITEMS

- Bible, We have extras.
- Talent Show stuff for some camps.
- Sandals with a strap to secure sandal to feet
- Shower shoes (flip flops) for pool & cabin use
- Rain Gear – poncho or raincoat or umbrella
- Flashlight or headlamp
- Outfit for “fancy” dinner or dances
- Dark clothes for night games
- Small backpack or bookbag
- Musical Instrument - Guitar, flute,etc
- Sketch pad or journal
- Comics or Books for reading
- Address list of friends and relatives to write to
- Favorite stuffed animal or photos from home
- Sports equipment (with your name on it!)
- Deck of cards or non electric games
- Fishing gear and bait
- Inexpensive or disposable camera
- food (unless you are okay with sharing),

### PROHIBITED: DO NOT BRING:

Adults attending as campers may bring certain electronics, though we discourage this as it can take away from the camp experience. This would be cameras, smart phones, or tablets. Other electronics we ask you leave at homes listed below.

- Ø clothes that advertise cigarettes, alcohol, sex or drugs
- Ø Drugs, alcohol, or tobacco products
- Ø Weapons of any kind. This includes knives, guns, or explosives, airsoft guns etc.
- Ø Fireworks and matches
- Ø Expensive items that you do not want lost or broken.
- Ø Explicit or offensive materials

- Ø Expensive valuables/jewelry
- Ø Unorganized or unidentified meds
- Ø Electronics (see electronics policy),
  - Gaming consoles or Handheld Electronic Gaming Systems of any brand: Nintendo DS, Switch, PSP,

## Camper Health

### Medical Information

Occasionally, campers become ill or injured at camp. When health care needs occur, our professional staff can meet most needs of our campers and staff. Emergency and hospital facilities are available in Council Grove. The American Camping Association and WMC require that the Health Form is on file before your camper(s) arrives at camp. Unless specified otherwise, all campers must have an examination by a licensed physician before leaving for camp. Physicals will be kept on record no longer than 2 years. Please make your child's doctor appointment early enough so that the medical forms are submitted to the camp office as soon as possible - no later than 14 days prior to camp.

All medications brought to camp shall be checked into the camp nurse or persons in charge of the dispensary. Thank you for helping us streamline the medication process. The medications will be dispensed as prescribed by the camper's physician (Exceptions will be made for asthma inhalers. The camper may keep these with the permission of the parent/guardian.) Over the counter drugs or internally administered medication of any kind (including aspirin, ibuprofen and acetaminophen) will not be dispensed to minors in attendance at camp without prior written permission.

### Daily Medication

- Campers are prohibited from keeping any medications and prescriptions (including over the counter items such as vitamins, analgesics or antihistamines) in the bunk area. The health center keeps all medication, except for primary inhalers and Epi-Pens.
- Please do not send over the counter medications that your child does not take daily to camp as we will provide them to campers on an as needed basis. If there is something you wish us not to administer to your child, please indicate this on your medical form.
- Inhalers/EpiPens Inhalers and EpiPens are required to be carried by the camper at all times with a back up to be kept in the Health Center. Any inhaler or EpiPen brought to camp should be indicated and explained on the medical forms so that the medical staff is aware that the campers are in possession of these items.

### Medical Fees

Charges for physician's services, emergency room fees, and all medications will be billed directly to the camper's parents or their health insurance carrier for any accidents, injuries or illnesses that may occur. Therefore, every camper must be covered by a health insurance policy while at camp and must provide a copy of the front and back of the health insurance card. WMC also does not cover any expenses incurred as a result of pre-existing conditions. Short term, very affordable "camper insurance" can be purchased if you do not currently have a provider. This can cover a camper during their week at camp.

### Avoid Taking a Vacation from Medication

Children may take certain medications during the year, which some physicians or psychiatrists may like to stop for a short period each year. The summer is a frequently chosen time because the child is not in school. Please be aware, however, that camp requires a high degree of attention, concentration, and stability. We, therefore, do not recommend any change in your child's medication during camp. If your child takes any medications during the year that they will not be taking during the summer, it is important that we know about such a "medication holiday." We welcome discussions about individual situations to make reasonable accommodations for your child.

## Prescription Medication Policy

Please help us by registering ASAP so that our nurses can receive your camper's medication information prior to their arrival and be ready for the first. We require all campers who take a pill on a DAILY basis to send medication in prepackaged blister packs clearly identifying the medication, when its taken, the dosage. If that is not available, send a presorted pill box or pill pouches clearly labelled and include the original container with at least one pill remaining in it for identification purposes. This ensures higher efficiency, lower risk of error, reduced waiting time for your campers and increased focus on their overall health.

For blister packs, you can:

- order "cold seal blister packs" online and seal them yourselves for about \$13 on amazon
- enroll through CampScripts or CampMeds website such as [www.campscripts.com](http://www.campscripts.com) or [campmeds.com](http://campmeds.com). Though you would need at least a months time for turn around and must commit to 30 days of prepackaged medicine.
- most pharmacies will provide your prescription in blister pack or medication card for no extra charge.
- Do not send non-prescribed vitamins, creams or other non-essential medication or treatments. Avoid liquids if possible.
- You can choose to have pre-packaged medication mailed to camp. Please notif us if you wish to do this and we will store them until check-in.

We expect 100% participation from families with campers who take daily medication in pill form at camp. The only exception is if the pharmacy notifies us that they are unable to accept your insurance or fill a particular medication.

### Policy Statement on Vaccinations

For the safety of your camper, and the campers around them, we encourage you to ensure all of your camper's vaccinations are up-to-date. Camp brings many people from all over and puts them in close quarters meaning it does not take much for disease to spread to those with weakened immune systems. If you do not plan to have your camper updated on their vaccinations, please contact the camp.

**Camp Nurse:** During Check-in, on-call during camps and for ID/DD camps on-site during camps. LPN, RN or equivalent training.

**Directors/counselors:** All directors, staff and counselors at White Memorial Camp are screened, have passed background checks and have receive boundary training. Safety is our primary concern in all activities. In addition to American Camp Association based standards, Kansas Standards and WMC staff standards, Health Procedures, Operational Policies, and Emergency Action Plans, staff also receive training in

- Family and Camp MANDT
- American Red Cross First Aid/CPR/AED
- American Red Cross Lifeguarding
- Level 1 and 2 Facilitation for Low and High Challenge Ropes Courses

## Guidelines for Managing Severe Food Allergies

Food allergies can be dangerous. In a camp setting there is a risk of accidental exposure to a food allergen. Our cooks, counselors, medical staff, parents, and campers must work together to minimize this risk.

### Family's Responsibilities

- Notify us of your child's allergies or suspected allergies in advance via our online registration.
- Use our Health History form in UltraCamp to fully describe the allergy and reaction if exposure occurs
- Educate and review with your child the self-management of their food allergy
- Camper should know:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - How and when to ask adults whether certain foods are safe
  - Symptoms of allergic reaction
  - How and when to tell an adult about a possible allergic response
  - How to use epinephrine

### Camper's Responsibilities

- Never trade food with other campers or staff
- Never eat anything with unknown ingredients
- Always ask an adult to check ingredients if they are unsure of the safety of a certain food
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- Tell an adult if a reaction seems to be starting, even if there is no visible appearance of allergic response

### WMCs Responsibilities

- Be informed of the availability of emergency care
- Know how to contact EMT/ambulance
- Review the health records submitted by parent and physicians
- Establish prevention protocols for camp
- Make plans so that the camper with food allergies may safely participate in all activities
- Be sure all food service or kitchen personnel are aware of, and can identify campers with food allergies
- Discuss meal plans with parents/campers and alternative plans if necessary
- Plan how campers with food allergies will participate in meals (a camper with food allergies might go to the kitchen to pick up a specially prepared meal which includes only foods which are safe for them etc)
- Ensure all staff members who will be in contact with the camper know of the allergy, can recognize the symptoms of an allergic reaction, and know what action to take if the reaction occurs
- Ensure that appropriate personnel are familiar with the use of epinephrine, where medication is located, and the protocol
- Arrange a training session before the start of camp. Train staff on the usage of epinephrine auto-injectors
- Comply with local and state regulations regarding the administration of medication
- If there are planned field trips or out of camp activities
- Be certain any emergency medication and authorization accompany the camper and counselors
- Be certain there is a way to contact emergency assistance

## WMC Camp Registration Fees and Refund Policies:

### Deposits:

- A deposit is required in order to reserve guests' space for a camp or event session and to take advantage of time-sensitive discounts. Excluding pre-determined exceptions, all guests pay a minimum of a \$50 deposit to secure their spot. Remaining fees are to be paid prior to the first day of the event.
- From March, 2020 - March 1, 2021 deposits may be fully refunded due to the Coronavirus (COVID-19) outbreak. Read on to see our general deposit policy. The minimum amount of a \$50 deposit is non-refundable. However, if you are unable to attend the event or camp you signed up for, this deposit may be transferred to another camp session so long as you notify us before your event.

### Transfers:

- Transfers are valid for one year after the original event you intended to attend or 365 days. Funds can only be transferred to camps or events hosted or partnered by White Memorial Camp.
- Deposit or registration fee transfer is not valid if you do not contact White Memorial Camp prior to your scheduled camp or event.
- In the event that you need to cancel or reschedule your registration or reservation, please notify WMC by emailing [accounts@whitememorialcamp.com](mailto:accounts@whitememorialcamp.com) or calling the camp office 620-767-5165.

### No-Show:

In the event of a "no-show" where you do not attend the event you paid and signed up for without contacting us in advance, then any fees you've paid are non-refundable and cannot be transferred.

### Scholarships and Sponsorships:

If you were granted a partial or full scholarship, or were sponsored by an individual or organization, in the event of a cancelation or no-show, the client will be removed from that year's scholarship eligibility and the funds may be granted to another applicant. Scholarships are non-transferable. Each applicant must be awarded and/or apply for funding and must be approved and awarded such funding in advance.

### Leaving Camp Early:

Whether it be due to sickness, behavior issues threatening the safety of themselves or other guests, family emergency or any other incident not caused by WMC, its staff, or anyone involved with our program, then any participant leaving camp early may not be refunded. In some instances, partial funds may be transferred to future camps as credit.

### T-shirts, Camp Store and Online Purchases:

**Camp Store:** Funds submitted online, via mail or in person to be placed in Camp Store will be monitored by camp staff and used as credit. After purchases are made during the event, any funds remaining in the guest's "camp store funds" will be returned to the payer. Should the change amount exceed \$25, WMC may, for the security of funds, mail a refund check, or return the remaining amount to credit card rather than hand cash back. WMC will do their best to notify guests in advance that they will not receive cash back should that be the case. All leftover camp store funds will be refunded.

**Online purchase refunds** will be handled and funds returned to the credit card that placed the order. Proof of wrong or damaged items will be required for a refund. If it's a sizing issue, merchandise can be returned and credit applied to the correct or future orders.

**T-Shirt refunds** are available if, upon arrival, WMC does not have the correct shirt size available. You may also choose to wait and have WMC order the correct size. Otherwise, T-shirt sales are final.

