



# Summer Camp Guide

*Updated July 5, 2023*

**Sept. 1<sup>st</sup> – May 31<sup>st</sup>**

- Administrative Office -

2318 6th Street, North  
Sheboygan, Wisconsin, 53083 USA

608-787-8304

Internationally: 001-608-787-8304

**June 1<sup>st</sup> – August 31<sup>st</sup>**

- WeHaKee Camp for Girls -

N8104 Barker Lake Road  
Winter, Wisconsin 54896 USA

715-266-3263

Internationally: 001-715-266-3263



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## Contacting Us At WeHaKee

Connect with us year-round at 608-787-8304 or [Info@WeHaKeeCampforGirls.com](mailto:Info@WeHaKeeCampforGirls.com)

### September 1st through May 31st

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608-787-8304

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# WeHaKee's Mission, Vision, & Values

Every girl is welcomed and encouraged to join the WeHaKee community. All are welcomed, respected, and valued at WeHaKee Camp for Girls. We are a camp that has been open and accepting of girls from all walks of life, from throughout the United States and around the world. Providing a welcoming camp community has been a WeHaKee tradition since 1923!

Founded in 1923, WeHaKee Camp for Girls is a welcoming and inclusive full-season, all-girls camp based on universal values and social principles.

## Our Mission

Camp WeHaKee is a welcoming community where all strengthen their mind, body, and spirit together through fun, play, and nature, resulting in deepened connections to self, others, and the world. WeHaKee inspires relationships embracing the values of kindness, truth, justice, and peace.

## Our Vision & Values

**KINDNESS:** Relationships that foster care, empathy, and respect

**TRUTH:** Relationships that embrace honesty and integrity

**JUSTICE:** Relationships that recognize the dignity and uniqueness of each person

**PEACE:** Relationships that promote collaboration and mutual understanding

"At the heart of WeHaKee...  
...is relationship"



# Attendance At WeHaKee Camp for Girls – Essential Functions Of A Camper

Camp WeHaKee is open to all regardless of race, nationality, religious affiliation, sexual orientation, and disability.

It is our desire to partner with parents prior to enrollment to determine if our camp program meets the specific developmental needs for their child.

As an organization designed for the support and advancement of girls and young women, WeHaKee welcomes those who live and identify as female regardless of the gender assigned to them at birth and those assigned female at birth who identify as non-binary or gender non-conforming.

Camp WeHaKee is not designed as a therapeutic program and therefore is not an appropriate choice for children or youth dealing with significant behavioral, emotional, psychological, or rehabilitation issues. WeHaKee is unable to provide a one-on-one specialist for any child.

Safe participation at Camp WeHaKee does require certain physical, mental, emotional, and social health. In order to attend WeHaKee Camp for Girls, participants should be able to meet the following essential functions:

- Be in good mental, emotional, and social health in order to function in a group setting in a positive and cooperative manner.
- Have the emotional ability to handle the sleep-away-from-home aspects of the camp program.
- Move independently from place to place, sometimes in strenuous terrain.
- Meet personal needs (bathing, toileting, dressing, diet management, etc.) and use effective and appropriate self-care practices for maintaining overall wellness.
- Manage personal health or chronic illnesses.
- Ability to recognize and consider the needs of others in daily interactions and decision-making.
- Ability to follow verbal instructions.

# What Should Campers Bring To Camp

## Important Items:

*A suggested two week supply.*

Label all belongings with camper's name to make it easier for us to reunite lost & misplaced items with their rightful owners!

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 5-6 pairs shorts         | <input type="checkbox"/> 2 bath & face towels                      | <input type="checkbox"/> Writing materials                    |
| <input type="checkbox"/> Sleeping bag             | <input type="checkbox"/> Flashlight                                | <input type="checkbox"/> Hoodie or jacket                     |
| <input type="checkbox"/> Toiletry bag/tote        | <input type="checkbox"/> 10+ pair underwear                        | <input type="checkbox"/> Comb/Brush                           |
| <input type="checkbox"/> 2 pair jeans/pants       | <input type="checkbox"/> 2 beach towels                            | <input type="checkbox"/> Envelopes/Stamps                     |
| <input type="checkbox"/> Blanket & twin sheet set | <input type="checkbox"/> Sunscreen                                 | <input type="checkbox"/> Raincoat or rain poncho              |
| <input type="checkbox"/> 2 swimsuits              | <input type="checkbox"/> 10+ pair socks                            | <input type="checkbox"/> Toothbrush/ Toothpaste               |
| <input type="checkbox"/> 8-10 shirts/tanks        | <input type="checkbox"/> Laundry bag                               | <input type="checkbox"/> Books                                |
| <input type="checkbox"/> Pillow                   | <input type="checkbox"/> Bug repellent ( <b>non-aerosol only</b> ) | <input type="checkbox"/> Sandals or flip-flops                |
| <input type="checkbox"/> Sunglasses               | <input type="checkbox"/> 2 pair athletic shoes                     | <input type="checkbox"/> Deodorant                            |
| <input type="checkbox"/> Long-sleeve shirt        | <input type="checkbox"/> Shampoo                                   | <input type="checkbox"/> Stuffed animals                      |
| <input type="checkbox"/> 2 wash clothes           | <input type="checkbox"/> Camera                                    | <input type="checkbox"/> 2 pair pajamas                       |
| <input type="checkbox"/> Hat                      | <input type="checkbox"/> 1 pair water shoes*                       | <input type="checkbox"/> Shower shoes (flip-flops work well!) |
| <input type="checkbox"/> 2 sweatshirts            | <input type="checkbox"/> Soap                                      | <input type="checkbox"/> Extra eye glasses/Contacts           |

*\* Crocs or flip flops do not work well as water shoes as they tend to slip off during water activities.*

## Optional Specialized Items

(Camp DOES provide these items, but you may bring your own if you prefer).

- Riding boots or shoes with heels, approved riding helmet (*for those selecting horseback riding*).
- Bicycle helmet (*for those selecting biking*).
- Tennis racquet (*for those selecting tennis*).

## Sorry – Please Do Not Bring!

Camp WeHaKee retains the right to remove from a camper's possession, any items listed below to ensure a safe, healthy, & welcoming camp environment.

- ABSOLUTELY NO AEROSOL bug spray or sunscreen!
- Food, beverages or other snacks (*Sorry, but these items will be confiscated and not returned to the camper*)
- Electronic video games, other gaming players or devices
- Hazardous sports equipment (*Archery items, knives, etc.*)
- Pets or animals
- Personal electronics (*Campers are not permitted to possess or use cell phones or other cellular devices while at camp. Cellular devices may include, but are not limited to, items such as smart watches, cell or WIFI enabled e-readers or tablets, and cell or WIFI enabled iPods or other personal music devices. Cell phones and other cellular devices brought to camp will be securely stored in the camp office and will be recharged and returned upon departure. Campers do not have access to or use of telephones or cell phones while attending WeHaKee Camp for Girls.*)

# Typical Day At Summer Camp

<b>8:00 am</b>	Reveille – Rise & Shine!
<b>8:30 am</b>	Breakfast
<b>9:00 am</b>	Cabin Clean-Up – Compete For The Coveted ‘Golden Dustpan’.
<b>9:30 am</b>	First Activity Period
<b>10:30 am</b>	Second Activity Period
<b>11:30 am</b>	Third Activity Period
<b>12:30 pm</b>	Lunch
<b>1:30 pm</b>	Quiet Time
<b>2:30 pm</b>	Fourth Activity Period
<b>3:30 pm</b>	Fifth Activity Period
<b>4:30 pm</b>	Valley Time (Trading Post, Snack, & Mail Time).
<b>4:55 pm</b>	Choice Time – Swimming, Boating, Or Valley Time.
<b>6:00 pm</b>	Dinner
<b>7:15 pm</b>	Evening Activity – Cabin Night, Activity Night, Or An Exciting All-Camp Event.
<b>8:45 pm</b>	Evening Reflection – Each Cabin Will Have A Chance To Lead.
<b>9:15 pm</b>	Taps – Sleep Well.
<b>10:00 pm</b>	Lights Out

# Communication With Your Camper

## Believe it or not –Campers Love Snail Mail!

Email messages are nice, but they are usually read and often discarded. However, the letters and cards our campers receive are some of their most cherished items at camp. They love getting written letters from you, from grandparents & from other relatives and friends. We encourage you to write letters as often as you can! They'll love you even more for it! Please allow 3 days for postal delivery from most areas in the United States. Please address letters & packages should in the following manner:

Camper Name  
Camp WeHaKee  
N8104 Barker Lake Rd.  
Winter, WI 54896, USA

## Camper Mail

Campers are encouraged to write letters to family & friends while at camp. Stamps & stationery are available for purchase in our Camp Store or they can bring their own supply. Campers can also receive mail as well.

## One-Way Camper Email

For a nominal fee, a camper's family members may send them ONE-WAY email messages, meaning they can receive printed messages, but they cannot reply (via email) to your messages. To purchase and send email messages for campers, please visit our website ([www.WeHaKeeCampforGirls.com](http://www.WeHaKeeCampforGirls.com)) and go to 'Email Your Camper' link on the 'Parents' page.

Here are some tips when choosing to send email messages:

- Make the message 'newsy', informative & positive; like a letter. Avoid the 'one-liner' messages.
- All email messages will be screened for appropriateness.
- Emails will be printed and delivered with the day's mail.
- We're sorry, but please do not include attachments (photos, etc.) as we will not be able to print and deliver them!

## Phone Use

Campers do not have phone access while at camp.

Camp is an ideal place for a camper to grow in their self-confidence and practice their independence in a supportive environment. Camp allows your child to discover their strengths by succeeding on their own. Phone use at camp significantly discourages this important growth.

We know how much you may miss your child while they are away - You are always welcome to call or email us to see how they are doing. We are happy to visit with them, talk with their counselors and get back to you with a full report!

Avoid telling your child they can call home or that you will call them as we cannot honor this arrangement. This type of plan will likely increase their potential for homesickness!

# Communication With Your Camper Continued...

## Phone Use Continued...

In a family emergency situation, arrangements can be made to connect with your child.

Camper possession and use of cell phones is not allowed at Camp WeHaKee. Camper cell phones will be stored at the beginning of the session and returned at the end.

## Camper 'Care' Packages

Campers do enjoy receiving packages at camp! Here are some suggested 'Care Package' items you might consider:

Books & Magazines, Cabin Party Favors/Decorations, Dress-up Clothes, Games & Puzzles, Markers, Crayons, Pens, Stuffed Animals, Posters, Family Photos

## SNACKS, CANDY, and OTHER FOOD ITEMS

Please know that all campers have access to snacks and beverages each afternoon through the Trading Post (at no extra charge). Dessert is served at lunch and dinner. With respect to increased food borne allergies, dietary concerns & sensitivities, WeHaKee will confiscate any food items that a camper may bring to or receive at camp. The presence of candy and other snacks creates challenges in maintaining a healthy, safe and sustainable environment for all of our campers & staff.

Specifically...

- All packages delivered to campers will be opened and inspected by camp staff to ensure that no food items have been sent to the camper. Again any food items will be confiscated. If appropriate, confiscated food items will be donated to a local food shelf.

## International Campers

As international mail can sometimes be delayed, we do allow our international campers to have letters scanned and emailed to their parents. Each international camper may send up to 5 scanned letters to their parents per 2-week session.

If you have any questions about these guidelines, we would be happy to discuss them with you. Please contact us at any time!



# Health & Safety At Camp

Camp WeHaKee has a fully equipped Health Center (the BandAid!) that is staffed by licensed medical personnel. The majority of our camp staff are certified in First Aid and CPR. We are approximately 30 minutes from clinic and emergency room care in both Hayward and Ladysmith, Wisconsin and we are served by paramedic, first responder, and ambulance units from throughout Sawyer County.

If your child requires medical attention beyond the care of our health care staff:

- They will be taken to the nearest medical facility.
- Parents will be notified immediately.
- **A copy of their family's medical insurance card is required** with the Health History form, as all medical costs incurred will be the responsibility of the camper's family.

## All Medications

"Medication" is any substance a person takes to maintain and/or improve their health. This includes over-the-counter, non-prescription medicine, vitamins & natural remedies. All prescription medications must be in **ORIGINAL PHARMACY CONTAINER** with labels which shows the camper's name and how the medication should be given. Provide enough of each medication to last the entire time the camper will be at camp. Please do not send non-prescription medications with your child unless they are needed on a daily basis. If you send non-prescription medication with your child, it must be in its **ORIGINAL CONTAINER** with labels.

All medication (*prescription and non-prescription, including over-the-counter, vitamins and natural remedies*) must be turned into the health director during health screening on arrival day. All medications must be current (*expired medications cannot be dispensed*) and in the original container. **Medications in non-original packaging or not specifically prescribed to the camper cannot be dispensed.**

For the protection of all at Camp WeHaKee, all medications must be securely stored in the Health Center. The camp designated medical professional will dispense medications as directed.

## Non-Prescription/Over-the-Counter (NP/OTC) Medications

The following NP/OTC medications may be stocked in the Health Center (BandAid) and are used on an as needed basis (PRN) to manage illness and injury. All non-prescription/OTC medications will be administered by the camp in accordance with the camp's physician directed treatment guidelines.

- Acetaminophen (*Tylenol*)
- Diphenhydramine antihistamine/allergy medicine (*Benadryl*)
- Sore throat spray
- Lice shampoo or cream (*Nix or Elimite*)
- Calamine lotion
- Stool softeners for constipation
- Ibuprofen (*Advil, Motrin*)
- Generic cough drops
- Antibiotic cream
- Aloe

# Health & Safety At Camp Continued...

If a camper uses NP/OTC medications on a regular basis, WeHaKee may request that a sufficient supply of OTC meds be provided by the camper's family. When it is necessary to send NP/OTC medications, they must be in their original packaging and listed on the *Camper Health History form* and must be stored in the BandAid during the camper's session. **Medications not in their original packaging cannot be dispensed.** Also, expired OTC medications cannot be dispensed. All non-prescription/OTC medications will be administered by the camp in accordance with the camp's physician directed treatment procedures.

## Communicable Disease Policy

WeHaKee Camp for Girls recognizes the unique risks and challenges that communicable diseases present to our camp community. In response to these risks and challenges, we have a Communicable Disease Plan in place that outlines Prevention, Response, Recovery, and Mitigation policies and procedures to lower the impact of a communicable disease on the WeHaKee community. In order to remain effective policies and procedures are subject to change depending on the rate of transmission, severity of symptoms, and availability of treatment for a disease.

### Prevention

- WeHaKee Camp for Girls expects that all individuals arrive at camp healthy. If any individual is showing signs of a communicable disease, we ask they receive medical attention from a medical professional before arriving to camp. WeHaKee Camp for Girls reserves the right to not admit an individual until healthy.
- Pre-Screening (before arrival); Initial Screening (upon arrival); Ongoing Screening (to monitor for the presence of communicable disease)
- Prevention Spread through frequent and thorough hand-washing and use of hand sanitizer, physical distancing, and masking when it is necessary
- Cleaning & Disinfection of high use surfaces and areas, Training of Staff & Participants on preventing spread and illness reducing strategies, cleaning and disinfection, and their role in the response plan to cases.

### Response

- In the event of a suspected case of a communicable disease in the camp community, steps are in place to determine if a communicable disease is present, to isolate and care for those infected and exposed, to seek assistance from local health departments/clinics as needed, and to communicate with families and other camp community members.

## Immunization Expectations

Because our camp community has the potential for the presence of communicable diseases, all program participants are REQUIRED to be vaccinated in accordance with the American Academy of Pediatrics' most recent Recommended Child and Adolescent Immunization Schedule for Ages 18 Years or Younger. Only medical exemptions to our immunization requirement will be considered. Official written documentation signed by an appropriately licensed medical professional is required for exemption consideration.

# Transportation To & From Camp

**ALL CAMPERS MUST HAVE A TRANSPORTATION FORM ON FILE PRIOR TO ARRIVAL** to ensure all campers are arriving and departing safely and accurately!

## Helpful Services Available For Our Families!

### Professional Assistance With Flight Reservations

Families who have campers flying to and/or from WeHaKee ARE STRONGLY ENCOURAGED to work with **Travel One, Inc.** (TravelOneInc.com) to arrange fly arrangements for their child.

- They are experienced in working with camps, specializing in helping campers fly safely and reliably to and from camp.
- They offer exceptional service while finding flights at the best times and best rates (lower than you will find online!)
- They will manage any challenges encountered (such as delays or cancellations) to ensure your child has a safe and stress-free experience .

Click on the **Travel One logo** on our website or contact them directly at [Camps@TravelOneInc.com](mailto:Camps@TravelOneInc.com).

### Ship Your Campers' Bags Directly To Camp!

**Ship Camps** provides convenient baggage shipping services to and from WeHaKee. We STRONGLY ENCOURAGE those flying to use their services for hassle-free air transportation. And for those not flying to/ from camp, this service makes traveling so much easier!

- **COST EFFECTIVE:** Eliminates bag fees and long waits at baggage claim. **Ship Camps** partners with FedEx, UPS, and DHL to offer the lowest industry rates around, 5% to 60% cheaper than other.
- **EASY HANDS-FREE TRAVEL:** Ensures your child's necessities make it to camp and reducing travel hassles & anxieties.
- **TRAVEL SAFELY TO CAMP:** **Ship Camps** no-contact pickups and deliveries helps your child avoid bag-check lines and crowded baggage claims. Ship Camps has your child's camp gear picked up directly from home or office and picked up from camp at the end of summer, too.

Click on the **Ship Camps logo** on our website or enter [ShipCamps.com/wehakee-camp-for-girls](http://ShipCamps.com/wehakee-camp-for-girls) into your browser.

## Arriving & Departing by Car

*Early arrivals or departures are not permitted without prior arrangements.*

### Opening Day

Please plan to arrive at camp between 2:00pm and 3:00pm.

### Closing Day

Please pick up your child between 9:30am to 10:30am.

When you arrive at camp, WeHaKee staff will greet you and instruct you where to safely park.

# Transportation To & From Camp Continued...

## Using the 'Minneapolis' Bus

*TO/FROM St. Paul/Minneapolis International Airport - MSP*

- Bus transportation must be reserved through the WeHaKee Office, prior to arrival at or departure from camp. Cost is \$150/one-way or \$300/round-trip.
- For bus updates on departure days, text messages will be sent to the cell phone number provided with camper's registration information. We are sorry, but we can only send bus updates to one number per family.

*Your cell provider may assess text fees – please contact your provider for details.*

## Not Flying, but Riding the 'Minneapolis' Bus

**Opening Day** *(Drop off at airport)*

Please plan to escort your child to the **Minneapolis/St. Paul International Airport ~ Transit Center** in Terminal One.

- Estimated departure time is 2:00pm. Please plan to arrive at this location 30 minutes prior. (PLEASE NOTE! This time is subject to change. Camp WeHaKee will contact you within five days of the session start date to confirm the departure time for this bus.)
- Please do not drop campers off and leave unattended. Please wait until our staff have confirmed their arrival at our meeting point – Thank you!
- For the health and safety of all of our participants, we ask that you stay socially distant from our group and depart immediately after dropping them off with us.
- If bus travel time occurs during a meal time, campers will receive a meal at no additional charge.

### **HOW TO LOCATE OUR BUS TRANSIT CENTER MEETING SPACE IN TERMINAL 1:**

Please Note: We will not be able to accommodate curbside drop-off at any time. You will need to park and escort your child into the airport.

- We recommend parking in the Red/Blue Parking Ramp, Level 3 (hourly parking).
- Head toward Terminal 1 and take the elevator/escalator to Level T.
- On Level T, follow signs to Busses/Rental Cars which will lead you to the tram.
- Board tram and ride to the stop (there is only one!)
- Deboard tram and follow signs up (via elevator or escalator to the left) to Busses/Rental Car area.
- Our group will be gathered in the seating/waiting area.

**Closing Day** *(Pick up at airport)*

Please plan to pick up your child at the **Minneapolis/St. Paul International Airport ~ Transit Center** in Terminal One.

- Estimated arrival time is 8:00am. Please plan to be at this location approximately 30 minutes prior. This time is subject to change. WeHaKee will contact you within five days of the session end date to confirm the arrival time for this bus.
- Please be on time. We will also be escorting campers to their gates and parental delays could result in missed flights. Thank you for your understanding!

# Transportation To & From Camp Continued...

## For Those Flying

(Minneapolis/MSP Only)

### Opening Day

Families who have campers flying to WeHaKee ARE STRONGLY ENCOURAGED to work with **Travel One, Inc.** (TravelOneInc.com) to arrange fly arrangements for their child.

All **ARRIVALS** should be scheduled for final arrival at MSP between **11:00 and 16:00 (4pm) CDT**. Families must **CONTACT WEHAKEE BEFORE BOOKING FLIGHTS** if unable to find appropriately scheduled flights. Flights booked outside of these time frames without first contacting WeHaKee administration may be liable for additional transportation fees to cover additional costs incurred (additional staff, vehicles, meals, etc.). These costs could top \$1,000 USD or more. Camp WeHaKee cannot guarantee the ability to accommodate all flights outside of these times without prior arrangements.

Campers may be assessed additional fees for extra or overweight baggage, unaccompanied minor fees or other charges. As airlines do not accept cash payments, Families must provide their child with appropriate options (pre-paid credit card, etc.) to cover such expenses. If WeHaKee staff cover these expenses, WeHaKee reserves the right to apply a surcharge (in addition to the assessed fee) of 25% or more.

WeHaKee staff will provide complete supervision as they meet campers at their gates, provide assistance at baggage claim and escort campers to the bus pick-up point. If flights are delayed or canceled, we will work to ensure those campers receive proper supervision and transportation upon their arrival at MSP.

### Closing Day

Again, families who have campers flying to WeHaKee ARE STRONGLY ENCOURAGED to work with **Travel One, Inc.** (TravelOneInc.com) to arrange fly arrangements for their child.

All **DEPARTURES** should be scheduled from MSP between **13:00 (1pm) and 16:00 (4pm) CDT**. Families must **CONTACT WEHAKEE BEFORE BOOKING FLIGHTS** if unable to find appropriately scheduled flights. Flights booked outside of these time frames without first contacting WeHaKee administration may be liable for additional transportation fees to cover additional costs incurred (additional staff, vehicles, meals, etc.). These costs could top \$1,000 USD or more. Camp WeHaKee cannot guarantee the ability to accommodate all flights outside of these times without prior arrangements.

Departing campers may be assessed additional fees for extra or overweight baggage, unaccompanied minor fees or other charges. As airlines do not accept cash payments, Families must provide their child with appropriate options (pre-paid credit card, etc.) to cover such expenses. If WeHaKee staff cover these expenses, WeHaKee reserves the right to apply a surcharge (in addition to the assessed fee) of 25% or more.

WeHaKee staff will provide complete supervision as they assist campers checking in and escort campers to their gates, remaining until their flight is confirmed in the air. If flights are delayed or canceled, we will work to ensure those campers receive proper supervision until their flight departs MSP.

## Parents Flying With Their Child(ren) To/From MSP

If you are flying and plan to drop-off/pick-up your child at the meeting point in MSP, you must contact WeHaKee **BEFORE** scheduling your flight(s). We need to ensure we will have proper supervision available for your child at all times at the airport! WeHaKee is unable to accommodate early or late drop-offs/pick-ups.



# Transportation To & From Camp Continued...

## Using the 'Chicago' Bus

(FROM/TO River Forest, Wilmette, Milwaukee, and Madison/DeForest)

Bus transportation must be reserved through the WeHaKee Office, prior to arrival at or departure from camp. Cost is \$150/one-way or \$300/round-trip. For bus updates on departure days, text messages will be sent to the cell phone number provided with camper's registration information. We are sorry, but we can only send bus updates to one number per family.

*Your cell provider may assess text fees – please contact your provider for details.*

### Opening Day

Upon arrival at the bus stop (River Forest, IL, Wilmette, IL, Milwaukee, WI, or Madison (DeForest), WI), parents/guardians should stay inside or immediately near their vehicles. Campers will be escorted by camp staff with their luggage to the bus.

**PLEASE ARRIVE** at least 30 minutes prior to the departure times indicated for your bus stop location listed below. Please do not drop off campers and/or leave them unattended.

**River Forest** ~ Dominican University Main Campus  
7900 Division St.  
(Use Thatcher Ave. entrance)  
Departs at 7:00am\*

**Wilmette** ~ Regina Dominican High School  
701 Locust Road, Wilmette, IL  
Departs at 8:00am\*

**Milwaukee** ~ Mitchell Park Domes  
524 S. Layton Blvd.  
Departs at 9:30am\*

**Madison/DeForest** ~ Subway parking lot  
4867 Cty Rd V, DeForest WI  
(just off I90/94 exit 126)  
Departs at 10:30am\*

### Closing Day

Upon arrival at the bus stop (River Forest, IL, Wilmette, IL, Milwaukee, WI, or Madison (DeForest), WI), parents/guardians should stay inside or immediately near their vehicles. Campers will be escorted by camp staff with their luggage to their parent/guardian vehicle.

**PLEASE PLAN TO ARRIVE** at least 30 minutes prior to the arrival times indicated for your bus stop location listed below. We will not leave campers unattended at a bus stop at anytime. Help us keep the bus on schedule by arriving on time. Please confirm your child's departure with the bus chaperones before leaving the stop area.

**Madison/DeForest** ~ Subway parking lot  
4867 Cty Rd V, DeForest WI  
(just off I90/94 exit 126)  
11:00am\*

**Milwaukee** ~ Mitchell Park Domes  
524 S. Layton Blvd.  
1:00pm\*

**Wilmette** ~ Regina Dominican High School  
701 Locust Road, Wilmette, IL  
2:30pm\*

**River Forest** ~ Dominican University Main Campus  
7900 Division St.  
(Use Thatcher Ave. entrance)  
3:30pm\*

\* Departure times are best estimates as delays may occur due to traffic congestion, road construction or weather. Please see 'Bus Delays' on the next page for information regarding delays.

As a part of their bus fee, campers will receive a meal at no extra charge.

# Transportation To & From Camp Continued...

## Safety Guidelines for Bus Passengers

For each camper's safety, WeHaKee staff will chaperon all bus trips. Bus passengers will receive a Passenger Orientation indicating the following:

- Passengers are to remain seated at all times with hands and arms inside the vehicle.
- Only one person to a seat and use seatbelts if provided.
- Disruptive behavior, excessive noise levels, and/or throwing of objects is prohibited.
- Passengers may only enter or leave the vehicle under the direction of a Camp WeHaKee staff member or driver.

## Bus Delays

**We will never leave any camper unattended at a bus stop for any reason.**

Help us avoid unnecessary delays by being at the stop at least 30 minutes prior to the arrival time. Thanks for your cooperation and understanding! For bus updates on arrival & departure days, text messages will be sent to the cell phone number provided with camper's registration information. We are sorry, but we can only send bus updates to one number per family.

*Your cell provider may assess text fees – please contact your provider for details.*

## Schedule/Location Changes

If either the bus stop schedule or location needs to be changed, WeHaKee will make reasonable efforts to contact families affected by this change. Bus delays, etc. will be updated via text messages.

## Will Someone Else be Picking Up Your Child?

**Please notify Camp WeHaKee in writing prior to their departure**

To allow us to release your child to someone other than their parent/guardian, please complete a **Pick-Up Authorization Form** (found on our website at [www.WeHaKeeCampforGirls.com](http://www.WeHaKeeCampforGirls.com)).

**Once completed and signed, please take a photo of it and email it to [Info@WeHaKeeCampforGirls.com](mailto:Info@WeHaKeeCampforGirls.com) AT LEAST 48 HOURS PRIOR to the pick-up time.** We cannot release a child to a person other than a legal parent/guardian without this completed and signed form.

*For safety purposes, we cannot accept phone messages or notes provided by the pick-up person at the pick-up point.*

# How To Use Our Camp Store

WeHaKee Wear and other souvenirs can be purchased at our Camp Store. Prices range from \$1 to \$75. No additional funds are necessary for snack and beverage items as they are available to each camper daily and are included as a part of the tuition fee.

- Our camp store is cash-free (*except by families on opening and closing days*).
- Funds should be deposited into your camper's Camp Store Account prior to their arrival.
- Unused balances (above \$15) remaining in a camper's store account will be refunded via credit card refund or check after their departure. Please allow 30 days for processing.
- Although optional, we suggest the following amounts for Camp Store Accounts:
  - \$95 for 2-week campers
  - \$150 for 4-week campers (*includes money for off-camp excursions during session break*).
  - \$195 for 6-week campers (*includes money for off-camp excursions during session breaks*).
- If campers bring cash to camp, they must turn it in upon arrival for safe keeping in the camp safe. They may deposit some or all of this cash into their camp store account.

## Payment Information

*Please - all payments must be made in US dollars (USD) only.*

### Deposit

Please submit a minimum \$500 deposit per camper with the registration form.

### Balance Payments

Please pay the remainder of your balance no later than May 1st. If you are unable to pay the balance in full by this date, please contact our office immediately. Failure to pay or contact us could result in your registration being canceled or placed on the waiting list.

### Credit Card Payments

Visa, MasterCard, Discover, or American Express may be used for deposit payments up to \$500. Families are encouraged to pay by check, e-check or bank-wire transfer for payments beyond the \$500 deposit. Help us put your money into our program, not into credit card fees!

### Online Payments

Payments may be made using our online service. Please contact the Administrative Office for details.

### Bank Wire Transfers

Payments (*in USD*) can be made in any amount via bank wire transfer. WeHaKee Camp for Girls is not responsible for bank wire fees. Please contact the Administrative Office for details.

# Cancellations & Refunds

## Cancellations

**Cancellations Through April 1** - A refund of all fees paid to date will be given (not including the nonrefundable deposit).

**Cancellations After April 1** - Camp WeHaKee retains the right to retain all fees paid to date.

**Cancellations Due to Illness/Injury Prior to Camper's Arrival** - After being reviewed and approved by the directors, a refund of all fees paid to date (not including the \$500 deposit) may be given. Documentation may be necessary prior to approval of refund.

**Illness/Injury While Attending Camp** - If a camper departs camp due to illness, injury or other circumstances (as approved by the directors), WeHaKee may refund a prorated portion of the fees paid.

**Behavioral & Other Issues** - If a camper departs camp due to homesickness, behavioral, and/or disciplinary issues, WeHaKee will retain all fees paid.

**Parent-Initiated Departures** - If a camper leaves camp early due to a parent-initiated request or action, WeHaKee will retain all fees paid. The directors may review the reasons for the parent-initiated request and if they deem it is warranted (i.e., medical or family emergency), may refund fees paid (not including the \$500 deposit) on a prorated basis.

## Notification

The parent/guardian is responsible for notifying the WeHaKee Administrative Office immediately and in writing of any cancellations or reductions in session length related to the registration of their child(ren).

*All refunds are made via check. Please allow 30 days for processing. Questions or concerns should be directed to the WeHaKee Administrative Office.*

# Technology & WeHaKee

Consistent with our mission to support a positive community of individuals who share and grow together, WeHaKee Camp for Girls chooses to limit the use of electronic devices and other technology, yet embraces such technology when it engages campers and staff together in community life and enhances the welcoming environment that is WeHaKee.

## Email and Internet-based Communications

Use of computers and the internet is possible for camp program enrichment that is guided & supervised by camp program staff. However, unless approved by the Directors, campers do not have access to email, IM services, or other forms of internet based communications while attending WeHaKee.

## Telephone and Cell Phones

Campers are not permitted to possess or use cell phones or other cellular devices while at camp. Cellular devices may include, but are not limited to, items such as smart watches, cell or wifi enabled e-readers or tablets, and cell or wifi enabled iPods or other personal music devices. Cell phones and other cellular devices brought to camp will be securely stored in the camp office and will be recharged and returned upon departure. Campers do not have access to or use of telephones or cell phones while attending WeHaKee Camp for Girls.

## Audio and Video Players, Gaming Devices and Related Equipment

The camp provides the use of audio & video players as an enhancement for program activities as determined by the camp program staff. Camper use of these items is to be supervised and specifically a part of program. Camper use of personal audio players, gaming devices, etc. is limited to use on the buses to/from camp unless determined otherwise by WeHaKee staff.

## Cameras, Video Recorders, and Other Image Capturing Devices

The use of a camera is welcomed as a way for each camper to record experiences while attending WeHaKee Camp for Girls. Campers are asked to use them in a positive and respectful manner while at camp or participating in camp related events.

*Cameras, Video Recorders, Cell Phones, or any other type of image capturing devices are strictly prohibited in restrooms and/or shower houses at anytime (including the taking of pictures or video from outside these facilities of images within through windows, doors, or other openings). Photos, video, logos, or other images of WeHaKee Camp for Girls or its participants cannot be placed on websites, social networking sites (facebook.com, myspace.com, pinterest.com, youtube.com, etc.) or other broadcast electronic means. The use of images of WeHaKee Camp for Girls participants that are used to intentionally embarrass, threaten, or harm others (emotionally, physically or otherwise) is strictly prohibited.*

Those who choose to disregard these provisions regarding the use of photo and video images at anytime may lose their ability to attend WeHaKee Camp for Girls in the future. The participant may also be held legally liable if local, state, federal or international regulations have been violated as a result of the use of such images.

**PLEASE NOTE!** Cell phones (even those with the data/wifi function disabled) cannot be used as a camera at anytime.



# Technology & WeHaKee Continued...

## Communications After & Beyond Camp

WeHaKee recognizes that campers and counselors develop close, trusting relationships with one another at camp and that these relationships are healthy, wholesome and beneficial to campers and staff alike. We also recognize that it is natural for campers to want to keep in touch with their counselors after camp. As an organization, however, WeHaKee Camp for Girls cannot take responsibility for what may occur as the result of such contact. If a parent or legal guardian does not want their camper to be a part of the exchange of such information with a camp staff member, the parent or legal guardian must indicate this intention by providing a written request expressly indicating their intention to limit or prohibit this exchange of contact information.

# WeHaKee First Name Policy

WeHaKee Camp for Girls recognizes that members of our camp community may prefer to identify by a first name other than their legal first name. For this reason, Camp WeHaKee provides campers and staff with an opportunity to use a Chosen First Name where possible in the course of camp activities.

## Definitions

**Legal Name:** A first name that appears on an individual's passport, driver's license, birth certificate, visa, military identification, or U.S. social security card.

**Chosen First Name:** A name that an individual wishes to be known or identified by in the camp community that may be different from their legal name; this can include nicknames, aliases, and/or chosen names. The use of profane, obscene, hate-speech-derived, offensive or derogatory names will not be permitted as a chosen first name.

Some areas Chosen First Name will appear:

- Name Tag
- Cabin Lists
- Activity Rosters

Some areas Legal First Name will appear:

- Health, Insurance, Medical Documents
- Health Center Medication Lists
- Confirmation Invoices
- Registration Form or other Registration documents
- Health History Form
- Transportation Form
- Let's Get Acquainted Form
- Acceptance and Release Form

## Name Change Process

### Chosen First Name

If one would like to change the camper's Chosen First Name please note that changing the Chosen First Name for certain records does not change their legal first name with WeHaKee Camp for Girls. A different Chosen First Name can be identified on the Registration Form or during the online registration process. If a parent/guardian of the camper wishes to change their child's Chosen First Name after the initial registration process has been completed, the parent/guardian must contact WeHaKee directors prior to the camper's arrival at camp for approval.

If after arriving at camp, a camper wishes to change their Chosen Name they must request the change from the directors. The directors will notify the parent/guardian before authorizing the change.

### Legal Name

To change a legal name, official (legal) documentation is required.

If you have questions, concerns, or would like support regarding the Chosen First Name Policy or process please contact the directors at WeHaKee Camp for Girls.

# Responsibilities & Expectations

The community of WeHaKee Camp for Girls embraces a respectful, supportive, and inclusive environment where each camper can feel safe and grow. Although all participants are encouraged to express themselves openly and honestly with each other, staff and all members of the WeHaKee community, a specific level of conduct is expected. To achieve this, we have set the following expectations.

## **We expect that all members of the Camp WeHaKee community accept the responsibility to...**

- Treat their peers, WeHaKee Camp for Girls campers, staff, volunteers, and camp guests with respect at all times, including the display of respect for another's feelings and privacy.
- Not use obscene or offensive language or gestures at anytime, nor engage in bullying or any other threatening type of behavior towards others at anytime, nor engaging in any sexual activity.
- Share disagreements calmly and privately with the person or persons with whom they disagree, seeking assistance from WeHaKee staff when needed.
- Respect the facilities and equipment of WeHaKee Camp for Girls at all times by using the facilities and equipment appropriately while avoiding damage or abuse. THIS INCLUDES (but is not limited to) writing on walls, bunk beds, bathroom stalls, etc. A minimum \$75 cleaning charge will be assessed for each incident.

If a participant is challenged in meeting the above listed responsibilities of WeHaKee Camp for Girls, a step-based, respectful approach will be used to help the participant make appropriate choices. If problems continue, the parent/guardian of the participant will be notified and asked for additional assistance in helping the participant make positive choices.

If exhaustive efforts do not succeed, the participant may be removed from camp. The parent/guardian of the participant will be expected to transport the participant from camp at their own expense. For more information, please contact WeHaKee Camp for Girls. Corporal punishment is never used under any circumstances.

In addition – it is each camper's responsibility to understand and willingly accept the policies related to technology (*see previous page in this guide for policy details*) and it is expected that they will abide by these policies as it relates to their participation as a WeHaKee Camp for Girls camper.

# Responsibilities & Expectations Continued...

**The following choices (below) are considered extremely detrimental and are grounds for the immediate removal of the individual from camp:**

- Possession and/or use of alcoholic beverages, tobacco products, narcotics, illicit drugs, drug-related paraphernalia, and all other controlled substances.
- Possession and/or use of any type of weapon including, but not limited to guns, knives, and martial arts type weapons, etc.
- Leaving an assigned area, designated program area, or camp property without the direct supervision and/or permission of supervising staff members.
- Any behavior that seriously compromises the safety and/or well being of any camper, camp staff, volunteer, or guest.
- Willful defacing of, destruction of or other disrespectful actions toward camp facilities or equipment.
- Possession, display, or distribution of images or videos depicting full or partial nudity, sexual activity, violence, gore, pornography, or other disturbing or socially unacceptable imagery or activity.

## Setting Your Child Up For Success!

It is common and natural for new and returning campers to experience some feelings of missing home while attending camp. It is not unusual for parents to miss their child while they are attending camp. Please remember, this camp experience is about their growth and development. To reduce potential for homesickness, WeHaKee staff work intentionally to help each camper feel welcome and experience a sense of belonging the moment they arrive (*or step on the bus*)!

If your child shares a concern about missing home, let them know that those feelings are natural and okay, but try not to dwell too long on those concerns. Here are some other ideas to help reduce potential homesickness and ensure their success:

- Talk enthusiastically with them about camp activities and experiences.
- Let them know you will miss them, but can't wait to hear all about camp.
- Have them bring a 'comfort' item from home (*stuffed toy, book, picture, etc*).
- Encourage them to write home (*pack stationary, envelopes, stamps*).
- Let them know you will be sending letters.
- Share positive camp & 'away from home' experiences you had as a child.

Parents are always welcome to call or email the camp directors at any time to check on their child's well being. So, if you miss your child or just want to know how they are doing, feel free to get in touch with us; we will be happy to talk with you! However, despite best intentions, direct phone contact with campers nearly always escalates or intensifies homesickness and is generally discouraged.

# Camp Paperwork Guide

Yes, there is a bit of paperwork to complete prior to your child's arrival at camp. But it is all important information that enables us to be prepared for your child's experience and to ensure a healthy camp community! Please be assured that the information gathered on these forms is for our use only and is never shared with anyone beyond WeHaKee. For assistance as you complete these forms, please contact us at anytime!

## Activity Card

**Please complete the online (or return the completed paper copy) Activity Card as soon as possible as activities are assigned in the order the Activity Cards are received.** Your child may complete this on their own or you may choose to complete it with them. We do ask that they select 15 activities and rank them (1-15) in order of preference. Every effort will be made to place them in their top choices, but due to scheduling complexities, it cannot be guaranteed.

## Transportation Form

**For their safety, every camper must have a Transportation Form on file prior to their arrival at camp.** This form provides us the critical information needed to ensure your child's safe transportation between home and camp. Please let us know how your child will travel to & from camp. If your child will be flying, please provide all specifics of their flights. All of this information is kept confidential.

## Health History Form

This form, completed by the parent, is necessary so that we will have their medical details to adequately prepare for their participation. It is also important information in the unlikely event your child will need medical care at a clinic outside of camp. Please be as detailed as you can as you complete all sections. Please submit **all the pages**.

## Health-Care Provider Recommendation Form

This form, completed and signed by a licensed health-care provider, is necessary to ensure we have the best available information to ensure the health and safety of your child during their time at camp.

## Medical Insurance Card

A copy of your current health insurance card IS REQUIRED. Please copy both sides of the card - a photo of both sides is acceptable. This will minimize any delays of care in the event your child needs additional medical care beyond camp.

## Let's Get Acquainted Form

This form allows us to gather interesting details about your child that we can share with their counselors so they can be better prepared to help them have a terrific time at camp. Knowing something about them will help us make them feel a part of the WeHaKee community the moment they arrive! Even if your child is returning for another summer at WeHaKee and you have previously completed this, we ask that you please submit an updated form!

## Acceptance and Release Form

Please take a moment to read through this WeHaKee Camp Guide and discuss this information with your child. In addition to sharing our policies and procedures, it also details how your child can be a positive WeHaKee community member and have a great experience. The release portion allows us to obtain your permission with regard to several important issues and opportunities at camp. This helps us ensure your child has a fulfilling, stimulating and fun growth experience at WeHaKee.



# FAQ's

## How is WeHaKee prepared for a safe and healthy experience at camp?

We are excited to welcome you back to WeHaKee Camp for Girls this summer! We have always done our very best to keep each and every camper safe and healthy at WeHaKee and we will continue to be dedicated to the wellbeing of our camp community. Rest assured, we are deeply confident in our ability to offer a healthy, safe, fun and exciting WeHaKee experience!

## Where will my child stay at WeHaKee?

If we say so ourselves, we have some of the nicest cabins found at any camp! They have each been recently remodeled inside and out. They are well-lit, well-ventilated, and even have a ceiling fan. The main area contains four bunk beds, room for up to eight campers along with the adjacent CP (counselor area) where your child's two counselors will live.

## What about Bathroom and Shower Facilities at WeHaKee?

We have modern shower houses within a few steps of each cabin. Showers are private and each shower stall has a private individual changing area and are professionally cleaned daily. We recommend each camper bring a pair of shower shoes – flip-flops work well for this!

## What is the weather like at WeHaKee?

It is exceptionally pleasant and comfortable throughout our summer season. Highs generally are in the low 80's (26° C) and evenings may cool into the low 60's or upper 50's (14-16° C). We may see a few days in the 90's (30°+ C) as well as a night or two in the 40's (10° C). June through August is generally dry and sunny, but an occasional shower or storm may occur during your child's stay at camp.

## What if there is severe weather at WeHaKee?

When storms are anticipated, multiple weather websites are monitored to allow us to have plenty of time to prepare & react. Weather radios are placed in several locations throughout camp. WeHaKee is equipped with several below-ground storm shelters which can easily & safely shelter all of our community when necessary.

## What about bugs at WeHaKee?

Yes, we are in the north woods of Wisconsin so mosquitoes, flies and other annoying insects can appear. However, camp's location is kept well-groomed, reducing the areas for insects to thrive. In addition, we are located on a ridge allowing us to experience frequent breezes, keeping the bugs away! None the less, we do recommend that your child pack a good **non-aerosol** repellent spray or lotion for occasional use in the evening.

## What if my child is not feeling well?

They can receive plenty of TLC at our BandAid! Often times, a bit of extra rest is all that is needed and we have several private bedrooms in the BandAid just for this purpose. If their illness (or injury) is more serious, our medical professionals will contact you right away to explain options for their care.

## FAQ's Continued...

### Can I talk with my child on the phone?

It is important to remember that camp is an ideal place for your child to increase their self-confidence and independence. Phone conversations can significantly impede this growth and development. Parents are always welcome to call or email the camp directors at any time to check on their child's well being. So, if you miss your child or just want to know how they are doing, feel free to get in touch with us! However, despite best intentions, direct phone contact with campers nearly always escalates or intensifies homesickness and is generally discouraged.

### What can we send to our child at camp?

We suggest you consider 'Care Packages' that include items such as books & magazines, games & puzzles, posters, family photos, cabin decorations, dress-up clothes, markers & pens or stuffed animals!

#### **SNACKS, CANDY, and OTHER FOOD ITEMS**

Please know that all campers have access to snacks and beverages each afternoon through the Trading Post (at no extra charge). Dessert is served at lunch and dinner. With respect to increased food borne allergies, dietary concerns & sensitivities, WeHaKee will confiscate any food items that a camper may bring to or receive at camp. The presence of candy and other snacks creates challenges in maintaining a healthy, safe and sustainable environment for all of our campers & staff.

Specifically...

- All packages delivered to campers will be opened and inspected by camp staff to ensure that no food items have been sent to the camper. Again any food items will be confiscated. If appropriate, confiscated food items will be donated to a local food shelf.

### Can my child use their cell phone or other cellular device as their camera at camp?

Cell phone or other cellular device usage by campers while participating at Camp WeHaKee is not permitted. We encourage our campers to bring a digital camera with them to record the fun while at WeHaKee!