



**OVERNIGHT
PARENT MANUAL
2023**

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1.0 INTRODUCTION

WELCOME TO CAMP WEWA SUMMER CAMPS!

Here at Camp Wewa, we pride ourselves in giving our campers the best and safest experience possible. To ensure this, we have the following policies and procedures in place to make camp a fun and safe experience for all.

1.1 Mission

Our mission is to provide a safe and supportive environment where campers can develop new skills, make lasting friendships, and gain self-confidence. We strive to offer a diverse range of activities that encourage creativity, teamwork, and leadership.

1.2 Program Goals

- Provide every camper with a safe, fun, and memorable camp experience
- Provide opportunities for campers to develop lifelong friendships with campers of diverse backgrounds and lifestyles
- Promote social, cognitive and emotional development of youth by creating an atmosphere of safety and acceptance for all campers
- Provide a simulating environment that fosters creativity, curiosity, and cooperation
- Exceed parent expectations in the health, safety, welfare and education of their campers.
- Establish a climate of teamwork among staff through open communication, mutual respect and a willingness to share in the camp experience
- Maintain a high-quality camp program through excellent instruction and innovative programming while promoting the core values of traditional summer camp.

2.0 GENERAL CAMP INFORMATION

2.1 Camp Sessions

Camp Wewa Overnight Summer Camp 2023

Ages:

Kids and teens

9-14 years old

Sessions:

A: July 2nd - July 29, 2023

B: July 9th - July 14, 2023

C: July 16th - July 21, 2023

D: July 23rd - July 28, 2023

2.2 Camp Communication

Camp Contact Information, 407-703-1808 campwewa@apopka.net

On-going and open communication between parents/guardians is essential for a positive camp experience. Parents/guardians are encouraged to discuss questions and concerns with camp staff.

Please contact the Camp Wewa office if you need to...

- Add / edit your authorized pick up form
- Communicate issues/concerns
- Have questions
- Discuss health concerns/medications
- Contact your camper

2.3 Camp Drop-off and Pick-up Procedures

<p style="text-align: center;">Camp Drop-off: Sunday, 3:00 pm- 5:00 pm</p> <p>A designated time for your camper drop-off will be sent in your pre-camp email.</p> <p>During camp drop-off campers, must check-in at each station before receiving their cabin assignment:</p> <ol style="list-style-type: none">1. Head checks, anyone found with lice or nits will be asked to leave and may return 24 hours later pending additional head check2. Health screening and medication check in3. Missing paperwork/sign in4. Cabin assignment <p>Once each station has been completed, you may drive your camper to their cabin and to meet their counselor and help them settle in.</p>	<p style="text-align: center;">Camp Pick-up: Friday, 10:00 am- 12:00 pm</p> <ul style="list-style-type: none">• Overnight campers should be picked up Friday morning between 10:00 am and 12:00 pm• We ask that all parents remain in their cars during pickup times.• Anyone picking up a camper must have permission on your camper's information form• Valid photo ID is REQUIRED to pick-up any camper from Camp Wewa.• Each camper and their medication (if applicable) must be signed out at the conclusion of your camp week.
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Please be advised, Camp Wewa is not responsible for supervising campers who arrive before the scheduled start time.

Late Arrivals & Early Departures

If your camper will be arriving late or is leaving early, parents will need to stop in the camp office to sign in/out. The camp gate will remain locked throughout the camp day.

2.4 Late Pick-Up Policy

Camp pick-up ends at 12:00 pm. Failure to pick up on time will result in the following:

- First occurrence: verbal reminder of the late pick-up policy
- Additional occurrences will result in \$25 late fee.
- Continued late pick-up may result in camp dismissal.

2.5 Camp Attire

Campers are encouraged to wear loose and comfortable clothing and shoes that may get dirty during daily activities. We require that all campers wear closed-toed shoes to ensure their safety while at camp. No open shoes, including Crocs, will be permitted.

Camper t-shirts will be distributed during camp check-in.

2.6 Sunscreen & Insect Repellent

When sending sunscreen and insect repellent with your camper, we recommend spray bottles, as staff will not be permitted to apply sunscreen or insect repellent to campers.

2.7 Personal Property

Please label all of your camper's items to prevent loss. Games, cell phones, toys, sports equipment, expensive jewelry, animals/pets, electronics or other valuables are not permitted at camp. Campers should not share items brought in with any other camper or staff. It is the camper's responsibility to collect all of their belongings each day.

For the safety of all campers and staff, the possession of illegal substances or weapons will not be tolerated and are grounds for immediate and permanent dismissal from camp programs.

**Any Lost and Found items collected by staff will be kept for a week and then disposed of.
Camp Wewa is not responsible for any lost or stolen items.**

3.0 BEHAVIOR – CODE OF CONDUCT

To ensure the safety and enjoyment of all, campers are expected to adhere to the following code of conduct.

All Camp Wewa campers will...

- Show respect to fellow campers and staff.
- Follow direction from staff and volunteers.
- Show respect to equipment, supplies and facilities.
- Not use inappropriate, abusive, or foul language.

Zero Tolerance Guidelines

- Verbally or physically aggressive behavior (i.e. hitting, punching, slapping, kicking, biting, licking, spitting etc.).
- Running away from staff.
- Continuous disruptive behavior.
- Any behavior that jeopardizes the safety of the camper, peers, and/or staff.

Non-compliance with the camp code of conduct will be documented by camp staff and parents/guardians will be notified. Continued infractions of rules may result in suspension and possible camp dismissal. Please see below for levels of infraction consequences.

3.1 Discipline

Level 1- Verbal warning, incident report filed.

Level 2- Time removed from group, incident report filed.

Level 3- Parent contacted, incident report filed.

Level 4- Parent/Camper meeting, incident report filed

Level 5- Camper behavioral plan/potential suspension/dismissal, incident report filed.

*Based on severity of behavior infraction, consequence levels may be skipped.

3.2 Bullying Policy

Camp Wewa and the City of Apopka Parks and Recreation Department are committed to protecting campers and staff from bullying, harassment, and/or discrimination for any reason and of any type. All campers and staff are entitled to a safe, equitable and harassment-free experience. Bullying, harassment or discrimination will not be tolerated and is cause for disciplinary action.

3.3 Cell Phone Policy

Camp Wewa is a tech free zone.

Campers are not permitted to bring cell phones to camp at any time. The camp office phone may be utilized for emergencies.

4.0 SEVERE WEATHER CONDITIONS

In the event of hazardous weather, including but not limited to: rain, thunder, lightning, or excessive heat, all campers will seek shelter at a secure location. The Apopka Parks and Recreation Department uses weather monitoring systems and a lightning horn to notify of inclement weather. When lightning is detected on radar within eight (8) miles of Camp Wewa, all outdoor activities will be immediately suspended by camp staff and all individuals will take shelter indoors immediately. A thirty (30) minute countdown begins when the lightning horn is activated by lightning in the area and will continue to reset to thirty (30) minutes with every additional strike. Once the area has been clear of lightning for thirty (30) minutes, the horn will sound an "all clear" (three 5 second horn blasts) and outdoor activity may resume.

5.0 FOOD AT CAMP

Camp meals begin with dinner on Sunday evening and end with breakfast on Friday morning. We will do our best to meet accommodations for campers. Please note any dietary restrictions or allergies on your child's medical forms.

6.0 PHOTO RELEASE

Throughout the camp season, photographers representing the City of Apopka may visit the camp to take pictures. These photos may be used for the advertising and marketing of camp. All parents are required to submit a photo release form.

7.0 ILLNESS POLICY

Campers should not attend camp if they have an illness that is contagious, a fever, diarrhea, vomiting, or unidentifiable rashes. Campers may not return to the camp until they are fever and/or diarrhea free for 72 hours (without fever reducer medication). If a child shows any illness symptoms or has a temperature recorded at camp, parents will be required to pick up their child immediately. Dependent upon illness, a doctor's note stating that the camper may safely return to camp may be required. If a camper has a communicable disease, all parents/ guardians with a camper at the respective camp site will be notified by the camp staff.

7.1 Medications

If your camper takes any kind of medications, including inhalers and Epi-pens, please indicate this on the Camper Information Form and complete the Medical Form which must be signed by a parent/guardian and child's primary physician. Please note medications will not be dispensed without

the completed and signed forms. It is preferred that medication schedules be planned around the camp program when possible. All medications must be signed in and out of camp each week.

All medications must be kept in the **original containers** and specific directions for their use described on the forms. All medication should be given to the Camp Nurse only. Our Camp Nurse, who is a certified RN will supervise the distribution of all medication that must be taken during the camp day.

7.2 COVID-19 Procedures

What you should know about COVID-19

COVID-19 is a respiratory illness caused by a coronavirus called SARS-CoV- 2.

- **How it spreads:** Person-to-person spread—Being in close contact (within about 6 ft.) with an infected person or through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land on a person’s mouth or nose or possibly be inhaled into the lungs. This is thought to be the main mode of transmission.
- Contact with infected surfaces/objects. Touching a surface that has the virus on it and then touching your mouth, nose, or eyes.

Symptoms

According to the Centers for Disease Control and Prevention (CDC), symptoms may include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Muscle or body aches

Symptoms may appear 2-14 days after exposure

A Healthy Camp Begins and Ends at Home!

- If your child is showing signs of illness such as running a temperature (100.4 or above), throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, keep the child home. This greatly reduces the spread of illness at camp but also supports your child’s recovery. Camp illness policy will be strictly enforced. Teach your child to sneeze/cough in his/her sleeve and to wash his/her hands often while at camp, especially before eating and after toileting. If you really want to achieve impact, teach your child to accompany hand washing with another behavior: keeping their hands away from their face.
- Parents are responsible for informing camp staff if their child has been diagnosed with a Communicable Disease.

7.3 What if there is a case of COVID at camp?

If a child or staff member who comes in contact with your child becomes sick, Public Health officials and all families affected would be notified immediately.

8.0 POOL & WATER PROCEDURES

8.1 Aquatic Center Rules:

- Approved bathing suits are required in pool area. No unlined shorts, cut-offs, or pants are

allowed.

- Shower before entering
- No running, jumping or horseplay
- **ALL PARTICIPANTS** must take and pass a swim test to use the Camp Wewa pool.
- Any participant deemed a “Shallow Water Swim” is **REQUIRED** to wear a personal flotation device provided by camp while in the pool.
- People with open sores, skin infections, contagious diseases, or band-aids will not be allowed in the water.

8.2 Water Safety

All campers will be swim tested upon their first visit to the pool by the Aquatics Coordinator, Head Lifeguard, and/or certified lifeguard staff. We ask that all parents respect the final decision of our lifeguards as children are placed in groups for their own safety, as well as for the safety of those around them.

8.3 Canoeing Guidelines:

ALL occupants of a watercraft are **REQUIRED** to wear a USCG approved personal flotation device (PFD) at all times while in a watercraft. All PFDs must be in good condition and properly fitted to the user. Under no circumstances shall any boat carry more passengers or weight than is permitted by the vessel’s occupancy limit.

9.0 ARCHERY RANGE

For on-site archery activities, all archery leaders hold a valid archery instructor certificate through a certified archery organization

9.1 Facility Rules

1. Always walk on the range
2. Keep your arrows in your quiver until told to shoot
3. Only release the bow string when an arrow is nocked and safely pointed toward the target
4. Leave dropped arrows on the ground until instructed to get them
5. If there is an emergency on the range immediately alert the instructor

10.0 ROPES COURSE & ROCKWALL

Camp Wewa’s rock-wall “Goliath”, utilizes a belay system that supports the weight of the climber in the case of a fall. All rock wall activities are conducted under supervision of certified climbing instructors.

10.1 Requirements for participation:

- Closed-toed shoes
- Ability to understand and comply with all tower safety rules
- All participants must be able to step up and lift their bodyweight
- Be a minimum age of 8
- Maximum weight 250lbs
- Completed safety wavier on file

11.0 CABIN ASSIGNMENTS

Cabin assignments are made based on the age and sex of camper. Cabin requests must be made by **BOTH** campers that are the same age/sex. We will do our best to honor each camper’s request, but

requests are not guaranteed. Males and females are placed in cabins on opposite sides of camp, each cabin includes a minimum of two counselors.

12.0 STAFF

Our overnight team includes 10 staff who remain with campers for the entirety of their camp week. All staff have undergone intensive staff training in CPR/ AED, water safety, camper care, emergency procedures, and activity and program safety.

13.0 CAMPER COMMUNICATION

To communicate with your camper please send messages via snail mail to:

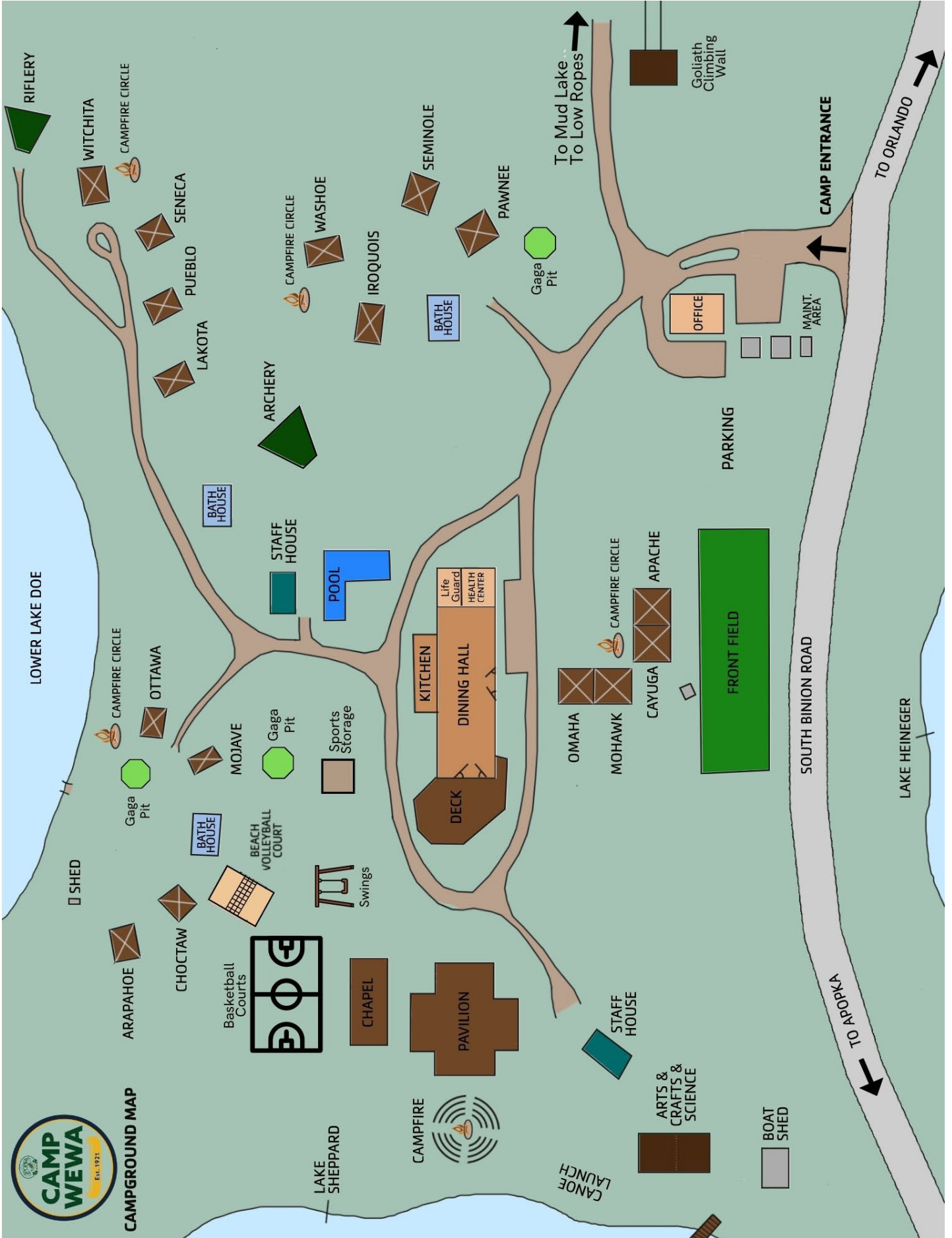
Camper's Name, Cabin Name

Camp Wewa

221 S. Binion Rd.

Apopka, Fl. 32703

14.0 CAMP MAP

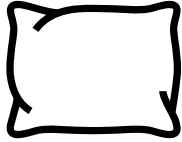


CAMP WEWA

PACKING LIST

All items should be labeled with camper's first and last names.

Cabin Essentials



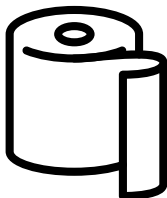
- Washcloths
- Towels- Bath and Beach
- Laundry bag
- Plastic Drawers
- Twin bed sheet
- Pillow and pillowcase
- Blanket or sleeping bag

Clothing



- Pair of pants /shorts (1 per day)
- Shirts (1 per day)
- Bathing Suit
- Light jacket for evening activities
- Pajamas
- Socks & underwear (1 per day)
- Closed toed shoes (no sandals or Crocs)
- Rain jacket

Toiletry Basics



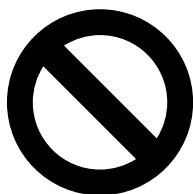
- Soap
- Brush/comb
- Sunscreen
- Insect repellent
- Bathroom Caddy
- Feminine Hygiene Products
- Shampoo/ conditioner
- Shower Shoes
- Deodorant
- Toothbrush & Toothpaste

Encouraged Extras



- Hat
- Flashlight
- **Water Bottle**
- Swim goggles
- Glasses/ contacts and solution
- Something from home to make your stay more comfortable

Items to Leave at Home



- Money
- Food
- Valuables
- Weapons of any kind
- Illegal substances
- Electronics of any kind, including cellphones and hair appliances