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Dear Campers and Parents,

Welcome to the **SUMMER CAMP PARENT PACKET!**

My name is Jon Gutierrez, the summer day director for YMCA Camp Alexander. Our staff and I are super excited for an amazing summer to make new friends and see familiar faces of returning campers! We are committed to providing a quality summer experience for your child.

YMCA Camp Alexander is home to hundreds of children attending our camps annually. From early childhood to young adulthood, campers benefit by participating in well planned, age appropriate activities. School age children from 6-15 years attend day camps and 8-17 years attend resident camps experiencing canoeing, arts and crafts, swimming, games, nature, exploring and much more each week.

As the Summer Camp Director, I carefully select and train summer staff to implement the YMCA core values of caring, honesty, respect, and responsibility in all aspects of programming to provide a safe and fun-filled summer experience for your children.

Whether you are looking for childcare for an entire summer or one week of great outdoor fun, YMCA Camp Alexander has a program to fit your family's needs. Financial assistance programs are available ensuring no one is turned away due to an inability to pay.

On behalf of the Summer Camp Staff, I would like to thank you for allowing YMCA Camp Alexander to be part of your child's summer.

## CONTACT INFORMATION

Jon Gutierrez • [gutierrez@swcymca.org](mailto:gutierrez@swcymca.org) • Camp Director  
General Information • SOUTH WOOD COUNTY YMCA 715.818.9622

## CAMP ADDRESS (NO MAIL RECEPTACLE)

1053 Camp Road • Port Edwards WI 54469

## MAILING ADDRESS

601 West Grand Avenue • Wisconsin Rapids, WI 54495



## PLEASE READ

In order to provide the best care for your camper, and to meet Wisconsin State Licensing Guidelines, we ask that you **thoroughly read** this packet and **correctly fill out and return** completed forms.

We have designed this packet to help you prepare your camper(s) for their experience and to answer a wide range of questions. However, please feel free to contact us with any additional questions.

**JOHN E ALEXANDER • SOUTH WOOD COUNTY YMCA**

610 W. Grand Ave • Wisconsin Rapids • WI • 54495

**Phone** 715.818.9622

[www.swcymca.org](http://www.swcymca.org)

# SUMMER CAMP PARENT PACKET

## About YMCA Camp Alexander

YMCA Camp Alexander is a State of Wisconsin licensed recreational and educational camp located on 33 acres of mostly wooded land on the south side of Nepco Lake. YMCA Camp Alexander was created in 1940 with funding from the Alexander family, central Wisconsin's paper industry pioneers. The camp, operated by the John E. Alexander | South Wood County YMCA, features 14 buildings including 5 bunk houses, a nature center, camp office/game room, main lodge and 4,800 square foot Lester Dining Hall which is used by campers and their families for large gatherings and activities staged during camp.

## Open Admission Policy

YMCA Camp Alexander is operated in accordance with all state and federal policies, which prohibits discrimination on the basis of race, color, sex, age, disability, religion or national origin.

## Special Needs Campers

YMCA Camp Alexander is designed to provide accessibility for children with moderate visual, auditory, orthopedic, mental and emotional challenges. Please discuss all situations with the Camp Director prior to registering.

## Staff

Our camps are staffed with trained, well-qualified, enthusiastic adults certified in CPR and First-Aid, AED and some in Red Cross Lifeguarding who are eager to help your child have a week of learning and fun. We maintain safe camper to staff ratios in accordance with the State of Wisconsin Licensing Guidelines.

## Authorized Persons to Pick-Up Campers

For the camper's safety, we will not release any camper to an unauthorized person. Authorized persons are either people designated on the Registration Form or people who are identified to the Camp Director by a previously authorized individual. **A photo ID is required for any non-parent or guardian** to check out campers at the end of each day. Please understand this is a safety measure taken for the well-being of **all campers** and is in no way a reflection of you.

If, by the 6:00pm (5:30pm on Friday's) program ending time, a camper has not been picked up by authorized individuals, camp staff will make every effort to contact authorized individuals until a person is contacted and pick up is arranged.

## Registration & Deposits

Bring in or mail the completed Registration Form with the deposits for each camp week to South Wood County YMCA, 601 W. Grand Avenue Wisconsin Rapids, WI 54495.

## Most Frequently Asked Question

Do I have to complete the Registration Form, Health History Form and attach immunization records if I attended last year? YES. State licensing requires that new forms be completed and in camper's file each year.

## Financial Assistance & Camperships

Financial Assistance is available and accepted through the Northern Income Maintenance Consortium and in the form of scholarships, offered to qualifying participants. Families that qualify or would qualify for a school district's Free and Reduced Lunch Program will qualify for Financial Assistance. Applicants must provide information on household size and income. Applications are accepted beginning in January and Financial Assistance is granted on a first come, first serve basis until funds are exhausted. For more information call Staci Kivi at 715.887.6041.

## Payment

**The balance of each week is due at least two (2) weeks prior to the start of the week OR an additional \$10.00 late fee will be charged for each week not paid at least two (2) weeks prior to the start of the week.**



## Cancellations and Refunds

Contact the YMCA as soon as possible if you plan to cancel a camper registration.

- Deposits are non-refundable. However, deposits may be transferred to an upcoming registered week.
- **To receive a refund, notification of the cancellation must be received in writing two weeks in advance to the YMCA. Cancellations more than two weeks in advance will be refunded minus the non-refundable deposit.**
- Children expelled from camp for behavior matters will not receive refunds.

## Medicine

If your child takes medication during the camp day, medicine and schedule for taking the medication must be provided on the first day of camp. An “Authorization to Administer Medication” form is located on the Health Form.

All medication that are being distributed at camp, need to be accompanied by a signed doctor’s note or pill bottle with specific instructions, dosage amounts, and times medications need to be distributed.

No over the counter medications may be given to campers by camp staff. All leftover medicine will be discarded or returned to a parent/guardian up to one week after camper’s last day of camp. Insurance for health related matters must be covered by the parent or guardian.

## Illness and Absences

If a camper is feeling ill, keep him/her home and **notify camp at 715.818.9622** of their absence. Children cannot have a fever within the last 24 hours to attend camp.

If a camper becomes ill while at camp, we will notify parents to discuss whether he/she should be picked up or stay in a quiet resting area of camp. YMCA Camp Alexander IS REQUIRED by state licensing requirements to send a child home who is suspected to have an illness, a temperature of 100.4 or a contagious disease.

If a camper does not arrive within 60 minutes of the program’s start time without prior notice (9:00am for day camp), camp will attempt to contact the camper’s parents/guardians to ascertain the camper’s whereabouts.

## Behavior Management

Camp staff is trained to implement behavior management techniques that include positive guidance, redirection, and the setting of clear limits and expectations with the goal of helping each child develop self-control, self-esteem, and respect for others. Campers are held responsible for their actions and are expected to follow the YMCA four core values of honesty, caring, respect, and responsibility. The Y has a ZERO TOLERANCE policy on bullying and disrespect.

## Camper Behavior

Camp programming is designed for group participation and interaction. Attempts to correct behavior through action plans, character contracts and parent/guardian meetings will be held to instill positive changes. Behavior that disrupts programming, endangers self or others, disrespects property of others, or requires repeated one-to-one attention may result in the camper being suspended and/or expelled from camp.

General Behavior Management Guidelines are listed below:

- Problem behavior addressed by on site staff.
  - Parents/guardians notified based on seriousness and/or if behavior persists.
  - Suspension or temporary removal as deemed necessary by Camp Director.
- Action plans with set time line created and put into place for camper’s continuation in programs.
- Follow up meetings are set.
  - Based on outcome – decision made regarding continuation or removal from programs.

## Pre-Care and Post-Care

Pre-Care and Post-Care will be offered. Pre and Post-Care offers a less structured time for campers to enjoy the outdoors and visit with their friends.

**Pre-Care begins at 7:00am** Parents may drop off their children at the camp office where camp staff will be on duty. All campers must check in upon arrival. **Campers will not be checked in before 7:00am!**



**Post-Care is from 4:00-6:00pm Monday-Thursday** Parents may pick up their children any time after 4:00pm (or earlier if prior arrangements made with Director). Additional fees may be charged if campers are not picked up by 6:00pm.

**Post-Care on Friday is from 4:00-5:30pm**

Parents must sign out their children at the camp office where camp staff will be on duty.

**Non-parents/guardians must be on a pre-written approval list and show a photo ID daily to pick up a child.**

### **Transportation To and From Field Trips**

Each vehicle has a Child Safety System that requires drivers and staff to conduct a vehicle sweep to ensure that no child is left on the vehicle upon arrival at the final destination. These procedures meet Wisconsin State Licensing requirements. You will also be asked to sign a Field Trip Consent Form for any weeks your child is attending that includes a field trip. Your child will not be able to go on the field trip without the form on file.

### **Insect Repellent and Sunscreen**

We suggest you have your child apply a lotion or cream before arriving at camp. IF YOU WOULD LIKE YOUR CHILD OR CAMP STAFF TO BE ABLE TO APPLY SUNSCREEN AT CAMP, YOU WILL NEED TO FILL OUT AN AUTHORIZATION on the Registration Form. Pack extra sunscreen for your camper and be sure to clearly mark the bottle with your child's name. We also suggest that you teach your child the proper application of insect repellent and sunscreen, so it is applied safely.

### **Lost and Found**

We highly recommend **writing the camper's first and last name on everything they bring to camp.** All lost and found items will be kept for **one (1) week after the last week of camp at the camp office.** At that time, lost and found is donated to charity organizations.

### **Emergencies**

If your camper is involved in an emergency situation, camp staff will follow emergency procedures immediately. First aid measures will immediately be put into practice and an ambulance contacted if necessary. Camp staff will call parent/guardian or emergency contact listed on the Registration Form.

An emergency number will be available for parents in case you need to reach staff or your camper while at camp.

### **Severe Weather/Rain**

Camp has early warning and communication steps in place in case severe weather strikes. Campers will be moved inside to an appropriate area upon first warning of dangerous weather. Please do not come to camp until the severe weather has passed. In the event of rain during pick-up/drop-off kids will be housed in Lester Hall.

### **Resident Camp Drop-Off and Pick-Up**

Campers arrive at camp on Sunday between 6:30-7:00pm and depart on Friday between 12:00-1:00pm. Contact camp at 715.818.9622 with any questions. Dinner will not be served for campers on Sunday, so please make sure that your camper is fed dinner prior to drop off on Sunday.

### **Wildlife and Pets**

YMCA Camp Alexander offers campers the opportunity to experience the outdoors and the wildlife that inhabit camp in its natural state. Camp programs are structured so that both the campers and creatures that are a part of camp can cohabitate together. Camp staff will ensure the safety of the campers and contact parents/guardians and local authorities if there is ever a problem. We'll have kids keep an eye on the family of deer that live at camp!

### **What to Bring**

**Day Campers** should bring the following labeled items on a daily basis:

- A day pack or duffel bag to carry everything in
- Swimsuit/towel
- Tennis shoes that are closed toed
- Raincoat



- Sweater, sweatshirt, or light jacket when cool
- Extra change of clothes on a rainy day
- Water shoes or aqua socks for the waterfront (NEPCO Lake has an abundance of zebra mussels)
- **Bag** lunch
- A **refillable water bottle**
- Sunscreen

OPTIONAL ITEMS: 6 year olds may want to bring a kids pillow and blanket for rest time.

**Resident Campers** should bring the following labeled items:

- Sleeping bag
- Pillow/pillow case
- Towels
- Toothbrush/paste
- Shampoo and soap
- Clothes for each day – plus extra! (undergarments, socks, pants/shorts & shirts)
- Swimsuit/towel
- Sweatshirt
- Extra pair of shoes
- Water shoes or aqua socks
- Rain gear
- Bug spray
- Brush/comb
- Flashlight
- A water bottle or money to purchase one in the Trading Post
- Sunscreen
- Medication

OPTIONAL ITEMS: Cap/hat, book, sunglasses, camera

**Be sure to mark all items clearly with the camper's first and last name.** If your child does lose something at camp, please contact staff as soon as possible to assist in checking lost and found. YMCA Camp Alexander is not responsible for lost items.

### Do Not Bring

Radios, ipods/electronics/cell phones, toys/valuables, camping knives, and soft drinks are not allowed.

### Rainy Days

Camp will go on! If the weather is warm and the rain is light, we will be outside for at least some portion of the day. We suggest packing a spare set of dry clothing and a raincoat for these days. If we cannot be outdoors, games and activities will be held in the lodge or Lester Hall, along with stories and songs.

### Lunch

Campers bring a sack lunch daily. It is recommended the lunch be nutritionally balanced and non-perishable. **Lunches will be refrigerated.**

### Daily Schedule

Pre-Care and Check-in	7:00am-9:00am
Core programming	9:00am-4:00pm
Post-Care and Check-out	4:00pm-6:00pm (5:30pm on Friday)

### Directions to YMCA Camp Alexander



**Camp Address** 1053 Camp Road • Port Edwards WI 54469

### **Coming from I39**

#### **By Plover**

Take exit 153 and go West on Hwy 54 for approximately 15 miles. At Home Depot turn right on East Riverview Expressway, go 1 mile and take a left on Hwy 13S/8<sup>th</sup> Street. YMCA Camp Alexander is about 3 miles down the road on your right, just after you pass Nepco Lake.

#### **By Plainfield**

Take exit 136 and go North on Hwy 73 for approximately 16 miles. Turn right on Hwy 13N and go approximately two miles and YMCA Camp Alexander will be on your left just before Nepco Lake.

### **Coming from I94**

#### **By Osseo**

Take exit 88 and go East on Hwy 10 for about 32 miles. Turn right on Hwy 73S for about 45 miles (you will be taking a left and right turn but stay on 73S). At the railroad tracks, take a right on Riverview Expressway and go about 2 miles. Take a right onto Hwy 13S/8<sup>th</sup> Street and you'll find YMCA Camp Alexander about 3 miles down the road on your right just after you pass Nepco Lake.

#### **By Black River Falls**

Take exit 116 and go East on Hwy 54 for about 51 miles (you will be taking a right and left turn but stay on 54E). Turn right on Hwy 73S, go approximately 6 miles (you will take a left but stay on 73S). Turn left on Hwy 13N and YMCA Camp Alexander will be about 2 miles up on your left.

**We are looking forward to most EXCEPTIONAL  
SUMMER EVER!**

