



Camp  
Whitcomb/Mason



**BOYS & GIRLS CLUBS**  
OF GREATER MILWAUKEE

# 2026 Overnight Camp Parent/Guardian Handbook

Updated September 2025

W294 N8436 Camp Whitcomb Road Hartland, WI | 262-538-1190 | [www.BGCMilwaukee.org/overnight-Camp](http://www.BGCMilwaukee.org/overnight-Camp)



## Dear Camp Whitcomb/Mason Parents & Guardians,

Thank you for choosing Camp Whitcomb/Mason for your camper's summer experience! Whether your camper will be attending Camp for the first time or is a seasoned camper, we are excited for them to explore, play, and make friends this summer.

While your camper is at Camp, they will be growing an affinity to nature through our hiking trails and boat rides while nurturing friendships by working with fellow cabin mates during games and team building activities. They will have opportunities for accepting responsibility with cabin clean-up and growing confidence while solving challenges that arise while at Camp. (CR.2)

Our staff members are hired based on their experience working with youth, maturity, character, leadership capabilities, and desire to be a positive mentor and role model for all our campers. Summer staff participate in a pre-season training program to ensure the best possible care for campers while at Camp. All Camp staff also pass a background check prior to their employment.

While Camp is excited for your child to attend Camp this summer, we know that parents/guardians can be just as nervous as their camper! To help prepare you and your camper to have the best experience, we have some suggestions that may help:

- Ask your camper to write down something great that happened each day so they can tell you about it when they come home. Meeting a new friend, trying a new food or activity are some great examples!
- Talk to your camper about how excited you are for them to have this experience, and that feeling butterflies in their stomach about going to Camp is normal and okay if they are feeling that (or not!). Butterflies shouldn't prevent safe fun.
- If your camper is feeling homesick during the week, practice ways that they can talk to their counselor. Suggestions include writing a letter home, talking about what they have learned at Camp so far, coloring a picture of what they are looking forward to the next day, or listing personality traits of their new cabin friend.
  - **Please do not offer your child to call you at any time, pick them up, or tell them that they will be homesick. We have found that offering these options to your camper before they come to Camp plants the seed of homesickness when it could have been avoided.**

The Camp Whitcomb/Mason team is excited to welcome your camper into our summer family. If you have any questions regarding your child's stay at Camp, please do not hesitate to contact the Camp Office at 262-538-1190.

Happy Camping!

*Sarah "Nala" Carlson*  
Camp Director  
Sarah.Carlson@bgcmilwaukee.org

*Sarah "Charlie" Resch*  
Executive Director  
Sarah.Resch@bgcmilwaukee.org



# American Camp Association Accreditation

Camp Whitcomb/Mason strives for excellence, and we are proud to be accredited by the American Camp Association (ACA). Meeting over 250 nationally recognized standards of quality for camping, we are happy to achieve this accreditation and are excited to continue to improve our summer and year-round programming. Through this document you may find highlighted abbreviations which are an indication of just a few of the many standards we strive to follow.



## Behavior Expectations

It is our intention to provide positive, realistic expectations and guidelines for all campers to ensure their success at Camp. We believe all campers should feel safe both physically and emotionally, and we pride ourselves in our ability to recognize and respond to the needs of our campers. If an issue arises that jeopardizes the well-being of any of our campers, we work with all campers involved to resolve the issue while respecting the rights and dignity of all our campers. We also contact the parents/guardians of all involved campers to keep them informed. If necessary, we may ask parents/guardians to pick up their camper if the situation involves bullying or ongoing problems. Please note that refunds will not be issued in such cases. Behavior expectations are outlined in the Community Expectations Contract that is signed by all campers and guardians.

At Camp, we respect the rights and dignity of every camper, and we believe in challenge-by-choice. During a given period, counselors will strongly encourage camper participation, but ultimately each camper is responsible for their own experience at Camp. We encourage every camper to come to Camp with an “I’ll try it at least once” attitude. (CR.1.1)

## Inclusion Statement

We recognize today’s youth face unique challenges and are committed to creating a safe and welcoming environment for all campers by creating policies and procedures that meet diverse needs. At Camp Whitcomb/Mason, we believe that all children should feel safe, included, and have a sense of belonging, regardless of their gender identity, sexual orientation, race, nationality, ability, or differences in their beliefs or viewpoints.

## Transportation to/from Camp by Camp’s Bus or Van

### Monday Morning Drop-Off

Please arrive at the Boys & Girls Club location that you selected on the registration form **by 8am**. Each bus/van makes multiple stops. Arriving by 8am ensures that you are on-time for the bus/van! Bus routes are determined by need each week, so the routes do change. Your camper may be at the last pick-up location and the bus may arrive around 8:45 am. Please allow for a range of time for pick-up, or work with the Club staff if you are unable to stay the whole time.

Camp Whitcomb/Mason will have trained staff members called Bus Captains with each bus/van. If your camper is not feeling well, you should keep them at home and contact us, as they will need to reschedule Camp for a different week. Bus Captains will assist your camper to load their luggage onto the bus or van and collect medications, phones/electronics, and money for the Camp Store/Concessions. Please be sure to collect your child’s cell phone prior to them boarding the bus! (AD.5)

### Friday Afternoon Pick-Up

Buses will leave Camp Whitcomb/Mason at 2:00 pm and arrive back at the Boys & Girls Club between 2:45 and 3:30pm. Campers are responsible for handing a staff member their own luggage before getting on the bus to ensure their belongings are present on the bus. Occasionally there is something that causes a bus/van to run late. The Camp Office will communicate with the Boys & Girls Club bus stops if this happens. You are also welcome to call the Camp office at 262-538-1190 to inquire about transportation. (AD.5) Each bus will have 2-3 drop-off stops, so please understand your camper could be dropped off during a range of time such as 2:45 pm-4:00 pm.

The individual picking up the camper on Friday **must show a valid photo ID** with a name  
2026 Overnight Parent/Guardian Handbook - Page 3



that matches what is on the approved pick-up form filled out during registration. If the individual is not on the approved list, the bus captain will reach out to the Camp Manager and the guardians will be called for verification. (AD 23)

### **Safety Procedures for Bus or Van Travel**

Please review these safety procedures with your camper:

- Everyone must remain seated at all times while the bus/van is in motion. Van riders must wear seatbelts.
- Arms, hands, head, and legs must remain in the bus.
- Do not throw any objects out of, or on the bus.
- Luggage should be placed in the rear seats of the bus or placed next to the camper.
- There is no fighting, aggressive language, or any violent related activity at the stops or on the bus/van.
- Noise is to be kept to 'talking voices' only. No shouting. (AD.5)

### **Emergency Protocol for Travel**

Should an emergency occur while on the bus our staff have been trained in what to do. Their first priority will be the safety of the campers. Camp Whitcomb/Mason staff members will assist the bus driver in moving all campers to safety and conduct a head count and roll call with their bus roster. The Camp Director or Executive Director will communicate with all parents/guardians regarding any accident or emergency during transportation. (AD.5)

### **No-Show Campers**

Camp staff will make every effort to reach parents/guardians of campers who do not arrive at camp for their scheduled week of camp. If something happens and your child will not be attending, please notify Camp as soon as possible. If you know that your child will not be able to attend their registered session, please contact the Camp office to see if rescheduling is possible. (AD.23)

## **Travel to Camp**

### **From Milwaukee**

1. Take Hwy I-94 west towards Madison, exit at Hwy 16 west (Pewaukee exit) – Exit #293C
2. Continue on Hwy 16 and exit at North Avenue/Merton Avenue – Exit #183
3. At 4 way stop turn right onto Merton Avenue
4. When road ends (at 3 way stop) turn right onto Hwy K
5. Go one block and take first left which is Dorn Road
6. Take Dorn Road until ends at Hwy V V (2.5 miles)
7. Turn left onto Hwy V V
8. Take first right, which is Camp Whitcomb Road
9. Drive 1.2 miles – camp entrance is on the right

### **From Madison**

1. Take Hwy I-94 towards Milwaukee
2. Exit at Hwy 83 (Delafield)
3. Turn left onto Hwy 83 (north) and continue until North Lake (8.5 miles)
4. Turn right onto Hwy V V (Mobil station)
5. Continue on Hwy V V for 2 miles to Camp Whitcomb Road
6. Turn left on Camp Whitcomb Road
7. Drive 1.2 miles – Camp entrance is on the right

### **From Northeastern Wisconsin**

1. Take Hwy 41 south to Hwy 60 (Jackson & Hartford exit)
2. Turn right (west) onto Hwy 60
3. Take first left (at stoplight) which is Hwy 164



4. Continue south on Hwy 164 to Hwy Q (3<sup>rd</sup> stop sign)
5. Cross Hwy Q, go 1/2 mile, take first right which is Hickory Road
6. Continue on Hickory Road until the 2<sup>nd</sup> stop sign
7. Go straight at the second stop sign (becomes Center Oak Road)
8. Go 1 mile and turn left onto Camp Whitcomb Road
9. Camp Whitcomb/Mason entrance will be 1 mile on the left

### **From Northwestern Wisconsin**

1. Take Hwy 60 to Hwy K south (downtown Hartford)
2. Follow Hwy K through Monches
3. Go past Hwy E
4. Take the next right which is Camp Whitcomb Road
5. Camp Whitcomb/Mason entrance will be 1 mile on the left

### **Arrival/Departure by Car:**

Campers should arrive at Camp between 9:30-10:00am on Monday and be picked up between 1:30-2:00pm on Friday. Camp will not allow campers to be dropped off before 9:30am on Monday, but you are able to wait in your car for drop-off to begin. Upon arrival at Camp, a Camp staff member will greet you and have you park near the Big Field. Please unload all of your camper's luggage and then you and your camper will be directed to our health check-in station to turn in any money, medications, and phones if one is brought. After this, your camper will go to our health screening station and then join their group with their counselors. This is when you will say goodbye before they go to their counselors. Please have all the medications and money for the Camp Store/Trading Post ready to turn in.

For the safety of our campers, all parents/guardians **must present a valid photo ID** when they arrive to pick up campers. Campers will only be released to an adult that is listed on the transportation form accompanied by a valid form of ID. Please check that your camper has all their belongings before you leave Camp. If a camper will be arriving or departing at a time other than those indicated above, please contact our Camp Office as soon as possible to make those arrangements. We do not typically allow campers to leave and return mid-session. Please contact the office with concerns about this policy. If your camper has a driver's license, they can drive themselves to and from Camp with guardian approval. Guardians must contact the Camp Director to arrange, as well as include the camper's name on the transportation form so they are allowed to check themselves out of Camp. Camp will need their car make/model and license plate number on file. (AD.4.1, AD.23.1)

## **Fees and Cancellation Policy**

**Continuing this year: We are offering incremental payments to automatically be paid monthly via electronic check or credit card**

### **BGCGM Member/Milwaukee Resident Fees**

Boys and Girls Clubs of Greater Milwaukee members and Milwaukee County youth must pay their Camp fee in full at the time of registration, online when registering. Any cancellations prior to June 1 will result in a refund of any payments made above and beyond the non-refundable deposit. Cancellations made after June 1 will become non-refundable.

**\*Please note** if you are not an active BGCGM member or MKE County resident, pricing is subject to change. After registering your camper(s), Camp staff will be looking at our Club registration system to ensure those using the BGCGM code are active members at a Club location. We will also be ensuring those using the MKE County resident code have an updated Milwaukee County home address. If a code is used, and this information is not applicable to the discount code that was utilized, we will be changing the fees accordingly. Please do not share discount codes, if financial assistance is needed, please email whitcomb.mason@bgcmilwaukee.org



## Non-Member Fees

At the time of registration, a non-refundable \$150 deposit per camp week per child must accompany a camper's registration and will be applied to the total Camp fee. The remaining balance will be paid in installments or in-full, all based on the payment option you have chosen. **The final payment will be processed on May 31, 2026.** If registering after May 31, 2026, the total session fee must be paid in full during registration to secure your camper's registration.

### We are offering several flexible payment options for non-member fees:

1. **Monthly Payment Plan:** After the initial deposit, your remaining balance will be processed on the 1st of each month until the balance is paid in full.
2. **Three-Payment Plan:** After the initial deposit, your balance remaining will be broken into three installments due on the following dates:
  - March 1
  - April 1
  - May 31
3. **Full Payment** at time of registration

All payments can be made via credit card, debit card, or eCheck. Please note that you are subject to a \$30 fee for all returned checks or e-checks.

**\*Please email [whitcomb.mason@bgcmilwaukee.org](mailto:whitcomb.mason@bgcmilwaukee.org) or call the office at 262-538-1190 for financial assistance or payment flexibility**

### Cancellations:

Cancellations must be submitted in writing and emailed to [whitcomb.mason@bgcmilwaukee.org](mailto:whitcomb.mason@bgcmilwaukee.org). Cancellations requested less than 4 weeks prior to start date are non-refundable.

### Non-Refundable Deposits

Non-refundable deposits can be transferred to another camper session for up to 1 year (2026 season) with any cancellations requested 4 weeks or more from the session start date.

### Refunds and Changes

We understand that circumstances can change. Cancellations must be made in writing and emailed to [whitcomb.mason@bgcmilwaukee.org](mailto:whitcomb.mason@bgcmilwaukee.org). Any cancellations prior to June 1 will result in a refund of any payments made above and beyond the non-refundable deposit. Cancellations made after June 1 will become non-refundable.

If your child becomes ill, has an injury, or a family emergency that prevents them from coming to Camp, please email Camp to inform us. Refund requests must be made in writing and will be reviewed by the Executive Director. Refunds will not be approved due to homesickness or removal from camp for behavior choices.

All session fees for 2026 are due on May 31, 2026. Any camper registering after May 31, 2026 is subject to the full session fee due upon registration to save your camper's spot. Balances left unpaid by May 31, 2026 or unpaid upon registering after May 31, 2026 may result in cancellation of the session with no refund.

### Waitlists

If placement becomes available, you will be notified via email that you are invited to register and will remain open to you for two business days. At that time, you will need to call the office to accept that session and make payment for that session in full. If we do not hear from you, after two business days, the placement will go to the next camper on the waiting list.



## Non-Refundable Deposits

Non-refundable deposits can be transferred to another camper session for up to 1 year (2027 season) with any cancellations requested 4 weeks or more from the session start date.

## Camp Policies and Information

### Going Home Early

Camp leadership staff reserves the right to send any camper home early due to illness or health concerns, accident, or behavioral problems. If Camp decides to send a camper home early, parents/guardians are responsible to pick up your camper from Camp within 3 hours.

### Cabin Mate Requests

The camp experience is intended to allow campers to make new friends and allow room for individual growth. Efforts will be made to meet cabin mate requests, but not all requests can be fulfilled due to age differences, bunks available, gender differences, or other circumstances.

### Camp Store/Trading Post & Concessions

Campers will have the opportunity to shop in our Camp Store/Trading Post on Thursday morning. Overnight campers will also have the opportunity to purchase concession stand snacks and treats on Tuesdays and Thursdays. Our concession items range from \$.50 - \$3.00. Trading post items range in price from \$.50 - \$35.00.

If you select a dollar amount for the Trading Post/Concessions during online registration, your camper will be able to access that money when they shop (Please be sure they know they have money in their account!). Money can be added to this account online later by logging into your registration account. Campers can also bring cash. Cash will be collected by Camp staff on Monday upon arrival at the bus stop or Camp and given to campers when they shop. All campers will receive a 2025 Camp T-shirt during their first session at Camp. Any remaining balance will be carried over to the following year. After one year, if the balance remains, it will be donated to the Camper Scholarship Fund.

### Communicating with Your Camper

**Campers are not allowed to have cell phones, smart watches, tablets, or any other technological device during their time at Camp.** Please do not allow them to bring these devices. We want this to be a time for youth to unplug and enjoy their time in nature while making new friends. If a camper is found with a cell phone (or other electronic device), it will be taken and kept in the office until Friday when the camper goes home. **Please ensure you do not promise your camper that they can call you at any time, as we cannot always keep those promises.** Please help them work through their homesickness by sending them with a journal, telling them they can chat with their counselors, and encouraging them to meet new friends.

We encourage letters from parents/guardians as the best way to communicate with campers. Positive, supportive letters let campers hear from home in an encouraging way. Please note it does take 2-3 days for letters to arrive via mail. You could also pre-write letters and hand them to Bus Captains or check-in staff on Monday. Letters can be sent to the following address:

Camp Whitcomb/Mason  
c/o *Child's Name*  
W294 N8436 Camp Whitcomb Road  
Hartland, WI 53029

If you would prefer to send your camper an email for us to print off and give to them, please send an email with your camper's name to [Whitcomb.Mason@bgcmilwaukee.org](mailto:Whitcomb.Mason@bgcmilwaukee.org). **Any emails received by 10am will be given to your camper that same day, Tuesday through Thursday only.**

### Lost and Found

The Camp experience is an opportunity for campers to learn responsibility for their personal items. As a family, please discuss the importance of caring for and keeping track of personal items. It is a great idea to label



everything your camper brings to Camp to help not only keep track, but also assist in case anything is lost.

Camp Whitcomb/Mason is not responsible for the loss or damage of personal items or equipment. The Lost and Found items are displayed and announced each day. Every effort is made to return clearly marked items while your child is at Camp. We encourage campers to check the lost and found every day, especially on Friday before the end of their session. Unclaimed items are held for two weeks after summer programming ends before they are donated. If your camper has missing items, please email the office at [whitcomb.mason@bgcmilwaukee.org](mailto:whitcomb.mason@bgcmilwaukee.org) and we will send a fillable online form you can fill out with a description of the item and where your camper thinks they last had it. We will make every effort to look for the item to give back to you. The form can be found here: <https://forms.gle/cCvw4S2uwwBVYCC47>

### Sample Daily Schedule

Each day at Camp is packed full of fun activities where campers focus on learning new skills and making new friends. Activity periods include arts & crafts, nature hikes, games, team building activities, high challenge course for our oldest 6 cabins (typically age 10+), swimming, canoeing, campfires and more!

**Please note** that campers under the age of 10 will not participate in all activities Camp has to offer. Canoeing and High Challenge Course are examples of programs that require additional safety considerations and only those 10 and older will be able to participate in said programs.

7:00 a.m. Rise & Shine  
8:00 a.m. Breakfast  
9:15 a.m. Cabin Time  
9:30 a.m. Activity 1  
10:30 a.m. Activity 2  
11:30 p.m. Activity 3  
12:30 p.m. Lunch  
1:15 p.m. Rest Period  
2:20 p.m. Activity 4  
3:20 p.m. Activity 5  
4:20 p.m. Activity 6  
5:30 p.m. Dinner  
6:30 p.m. Cabin Time & Evening Program  
10:00 p.m. Lights Out

### Healthcare Information

Camper safety and well-being is a top priority at Camp. We have a well-equipped Health Center with onsite Health Coordinators, as well as counselors who are trained in emergency First Aid and CPR. Health Coordinators respond to health-related concerns at Camp, administer medications, and document every health-related concern. We will notify parents/guardians of health-related concerns in a timely manner. We also have a physician on-call for resources and referrals when needed. (AD 11.1)

If your camper is injured at Camp, staff trained in First Aid will treat the injury. Camp will notify parents/guardians of any injury that may require medical attention and any injury that impacts their ability to participate at Camp. (HW.8.1)

If your camper becomes ill at Camp, the camper will spend time in the Health Lodge for further assessment and rest. The Health Coordinator will administer approved over-the-counter medications as needed. Camp will notify parents/guardians if a camper has a temperature over 100.4 degrees F, illness lasting over 6 hours, signs of infection, and any situation in which we consult our on-call physician. If the camper's symptoms are deemed necessary, we will make arrangements with you to pick up your ill camper. (HW.8.1)



If campers have been exposed to a contagious disease such as chicken pox, strep throat, or pink eye in the last 3 days, please contact the Camp Office at 262-538-1190 to discuss exposure and options. If campers are ill or have a temperature over 100.4 degrees F, we ask that they not be sent to Camp until they are clear of symptoms for 24 hours.

It is very important that parents/guardians provide us with complete emergency contact information and health history. If parents/guardians will be traveling while their campers are at Camp, please list an itinerary and phone numbers where they can be reached. In the case of an injury that requires medical attention, we will make every attempt to contact the parents/guardians prior to treatment. If parents/guardians cannot be reached, we will have the health form on file with parent/guardians' authorization to treat an injury. (HW.1.1)

### Health Forms

All campers MUST have a completed health form on file in order to come to Camp. We cannot accept campers without this form. All parents/guardians must complete every question as thoroughly as possible and sign the authorization to administer emergency medical treatment. (HW.1.1)

### Medications

All prescription and over-the-counter medications, vitamins, and creams must be submitted to Camp staff in the original container. Please place packaged medications in a clearly labeled bag (zip-lock bags work well), with camper's name, dosage, and directions for administering on the Authorization to Administer Medications Form. For pills it works best to send only the amount of medication your child needs for their time at camp. All medications are administered by the Health Coordinator per the physician's instructions. All medications must be listed on the Medication Form and sent in the original bottle/package (inhalers are the exception. No box needed). Unused medications will be returned with the camper on their last registered day. If medications have changed from time of registration to the camp session, please update the health form online or call the camp office.

Please note: Unless taken daily, over-the-counter medications should not be brought to Camp. The Camp keeps a supply of common non-prescription medications on hand and will administer as necessary.

### Health Screenings

One of the ways we ensure the health of our campers is conducting health screenings on the first day of each camp session. Upon arrival at Camp, staff will conduct a physical check of campers' feet and scalp. If the camper is found to have lice or ringworm Camp staff will notify the parent/guardian and the camper will need to be picked up. If the camper is found to have athlete's foot, it will be monitored. Children who are ill upon arrival at camp will need to be picked up. (HW.6)

### Meals/Dietary Restrictions

Balanced meals are planned and served by food service professionals. Campers eat buffet-style meals in the dining hall. Vegetarian meals are prepared for vegetarian staff and campers. Peanuts and tree nuts are not used in any of our meals or desserts due to the high number of nut allergies, but food made in plants with tree nuts/peanuts are served. There may be individually wrapped items for sale at concessions that contain tree nuts/peanuts. Please contact the Camp Office to discuss further dietary concerns or accommodations.

### Ticks

Being outside is a lot of fun for our youth, but we want to make sure daily tick checks are taking place. Our counselors will bring up tick checks, but we strongly encourage you to facilitate tick checks at home. For more info on ticks, please visit this website [Ticks in Wisconsin: What You Need to Know | Wisconsin Department of Health Services](#).

## Overnight Camp Packing List

**Please label your camper's items to assist with minimizing Lost & Found**

### For Daily Use:

- Water bottle (required)
- Short-sleeved t-shirts (5)
- Shorts (3-4 pairs)
- Long-Sleeved Shirt, Sweatshirt, or light jacket (1-2)
- Sturdy Shoes (sneakers) \*Needed for High Challenge Course
- Socks and underwear (7 sets)
- Pajamas (1-2)
- Athletic Shoes OR Sandals with backstraps (footwear must have a back and be strapped to your foot)
- Jeans/pants (2 pairs)
- Sleeping Bag or sheets/blanket
- Pillow and pillowcase
- Backpack or bag to carry personal items around camp
- **Medication in original container if needed**

### For Outdoors:

- Insect Repellent
- Sunscreen
- Swimsuit & Pool Towel
- Flashlight (optional)
- Hat or Sun Visor (optional)
- Sunglasses (optional)
- Raincoat/poncho (optional)

### For Hygiene:

- Bath towel and washcloth
- Soap in a plastic baggie
- Comb/brush
- Toothbrush & Toothpaste
- Shampoo/conditioner
- Deodorant
- Optional shoes for shower (flip flops)

### Do NOT Bring:

- Electronics including cell phones, iPods, tablets, or gaming devices
- Valuables such as jewelry or family heirlooms
- Weapons of any kind or any item to be used for harm (AD.16.1)
- Alcohol, tobacco products or illegal substances (AD.16.1)
- Personal sports equipment, pets, or cars \* (AD.16.1)

\*See our policy on campers driving themselves above in the *Arrival/Departure by Car* section

*We ask that campers have athletic/sturdy shoes/sneakers as day to day footwear and NOT Crocs! Crocs can be worn as shower shoes or on the pool deck, but it would be beneficial to ensure your camper has proper footwear while at Camp.*