



Camp  
**Whitcomb/Mason**



**BOYS & GIRLS CLUBS**  
OF GREATER MILWAUKEE

# **2026 Day Camp Parent/Guardian Handbook**

Updated September 2025

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

# About Camp Whitcomb/Mason

## Our History

Celebrating more than 114 years of tradition, Camp Whitcomb/Mason is proudly recognized as the oldest Boys & Girls Club camp in America. Nestled on the scenic shores of Lake Keesus in Hartland, Wisconsin, our year-round camp has provided generations of youth with opportunities to explore nature, build friendships, and grow in confidence and character.

## The Mission

At Camp Whitcomb/Mason, we share the mission of the Boys & Girls Clubs of Greater Milwaukee—to inspire and empower all young people, especially those who need us most, to reach their full potential as caring, responsible, and productive citizens..

## American Camp Association Accreditation

Camp Whitcomb/Mason is proud to be accredited by the American Camp Association (ACA), meeting more than 250 nationally recognized standards for safety, program quality, and operations. This accreditation reflects our ongoing commitment to providing the highest quality camp experience for every child.

## Dear Parents/Guardians:

We are so glad to have you join the fun at Camp Whitcomb/Mason this summer! Whether you are a new or returning Camp family, we hope that you are as excited about this summer as we are!

At Camp Whitcomb/Mason your campers will:

- Improve their ability to develop friendships and learn from peers.
- Develop life skills that help campers build and maintain positive relationships, appreciate the differences in others and feel confident in the person they are becoming.
- Increase their connectedness and understanding of the natural environment.
- Learn to solve problems and accept responsibility while working with other campers. (CR.2.4)

Our staff are carefully chosen for their maturity, character, and leadership skills, as well as their passion for being positive role models and mentors to our campers. Each team member completes an extensive pre-season training program to prepare for your child's arrival and ensure a safe, fun, and supportive camp environment. All staff members also undergo a thorough criminal background check before beginning employment.

This handbook is designed to answer many of your questions about your camper's upcoming experience at Camp Whitcomb/Mason. If you have any additional questions, please don't hesitate to contact us at **(262) 538-1190** or **whitcomb.mason@bgcmilwaukee.org**. We're always happy to help and want every child to have an unforgettable summer at camp!

Happy Camping!

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

Sarah "Charlie" Resch  
Executive Director



2026 Camp Themes		
Week 1 June 17-19	Mythical Creatures & Magic Week (Mini Week)	Step into a world of wonder where mythical creatures roam and magic fills the air! Campers will embark on enchanted adventures, uncovering secrets and surprises at every turn. From creative quests to magical camp fun, it's a week full of imagination come to life!
Week 2 June 22-26	Camp Olympics Week	Campers will go for the gold in a week filled with excitement and adventure! Together, we'll celebrate the spirit of the Olympics with fun challenges, friendly competition, and plenty of camp magic. Let the games begin at Camp Whitcomb/Mason!
Week 3 June 29-July 1	Jurassic Week (Mini Week)	Step back in time to a world ruled by dinosaurs! Campers will explore prehistoric adventures, uncovering fossil mysteries and imagining life among these giant creatures. From exciting dino-themed activities to hands-on discoveries, it's a week of roaring fun and exploration!
Week 4 July 6-10	Adventure Week	Gear up for a week of exploration and excitement! Campers will embark on thrilling adventures, discovering new challenges and making unforgettable memories. From daring activities to outdoor quests, every day is a chance to explore, learn, and have fun! (One night stay option for Day Camp)
Week 5 July 13-17	Sports Week	Get ready for a week full of energy, teamwork, and friendly competition! Campers will dive into a variety of games and activities that keep everyone moving and having fun. From exciting challenges to all-out camp fun, it's a week where every camper can shine!
Week 6 July 20-24	Water Week	Make a splash during a week full of water-filled fun and adventure! Campers will dive into exciting games, challenges, and activities that keep everyone moving and engaged. From thrilling water adventures to team challenges, every day brings excitement and discovery!
Week 7 July 27-31	Outdoor Cooking Week	We're going to fire up the fun during Outdoor Cooking Week! Campers will learn to create delicious meals and treats over the campfire. From hands-on cooking challenges to tasty discoveries, every day is full of flavor and adventure! (One night stay option with Day Camp)

Week 8 August 3-7	Holiday Week	Celebrate a year’s worth of holidays in one amazing week at Camp Whitcomb/Mason! We’ll celebrate all your favorites with themed games, crafts, and special events inspired by the best days of the year. We’ll end the week with a holiday inspired parade.
Week 9 August 10-14	Circus Week	Come to Camp ready for a week of circus fun and festivities! Campers will enjoy carnival classics like face painting, tasty treats, exciting games, and even making balloon animals. Plus, everyone gets a chance at the ultimate camp challenge—dunking their counselor!
Week 10 August 17-21	Zombie Apocalypse Week	Dive into a week of thrilling zombie adventures! You will work together to solve challenges, complete missions, and navigate a world overrun by zombies. From clever problem-solving to exciting activities, every day is full of action and adventure!

### Theme Programming

Campers will enjoy an outdoor summer camp experience each week they are here. This can include activities like swimming, fishing, arts & crafts, campfire songs and stories, outdoor adventures, and also gain leadership and teambuilding skills. The theme will show up throughout the week, but will never be the main focus of a camp experience.

### 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.

### Leader In Training Program

Youth 15-17 can participate in our Leader in Training program, which is designed for our campers who still love Camp but are seeking new ways to be involved. During one of the training weeks, campers will participate in programs designed around growing leadership skills. The remaining weeks LITs will be paired with a Camp group and help counselors with things like set up/take down of programs, being a “buddy” with a struggling camper, and/or leading games and activities.

### 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. 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 gone over on every Monday with the group, as well as reiterated in the Community Expectations Contract.

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)

## A Day at Camp

Our camp team has put together the best activities and programs to fill each day at Camp. Campers will participate in activities all around Camp’s 300 acres including swimming, Arts and Crafts, nature hikes, lake voyages, games, high challenge course, and so much more!

### SAMPLE DAY CAMP SCHEDULE

7:30 a.m. - 8:30 a.m.	Camper Drop Off	Daily Drop Off: 7:30am-9am Daily Pick Up: 4pm-5:30pm  If you are unable to drop off or pick up at the designated times above, we ask that you use the lunch period of 11:30am-12:15pm to drop off late or pick up early. We utilize all 300 acres of Camp and want to ensure we are spending the most time doing fun programs instead of chasing around campers for early pickups or late drop offs.
8:30 a.m. - 9:00 a.m.	Morning Meeting	
9:00 a.m. - 9:30 a.m.	Activity 1	
9:30 a.m. - 10:30 a.m.	Activity 2	
10:30 a.m. - 11:30 a.m.	Activity 3	
11:45 a.m. - 12:30 p.m.	Lunch	
12:30 p.m. - 1:30 p.m.	Pool Swim	
1:30 p.m. - 2:15 p.m.	Concessions	
2:20 p.m. - 3:20 p.m.	Activity 4	
3:20 p.m. - 4:00 p.m.	Activity 5	
4:00 p.m. - 5:30 p.m.	Camper Pick Up	

**PACKING LIST- PLEASE LABEL ALL ITEMS WITH YOUR CAMPER’S NAME. CAMPERS ARE RESPONSIBLE FOR KEEPING TRACK OF THEIR OWN BELONGINGS, AND CAMP WHITCOMB/MASON CANNOT BE HELD RESPONSIBLE FOR LOST OR DAMAGED ITEMS.**

<p><b>What to Bring Everyday</b></p> <ul style="list-style-type: none"> <li>● Reusable Water Bottle</li> <li>● Dress for the messy fun we’ll have</li> <li>● Athletic Shoes OR Sandals with a back strap (slides and Crocs are not permitted for all day use at Camp)</li> <li>● Swimsuit</li> <li>● Towel</li> <li>● Sunscreen</li> <li>● Insect Repellant</li> <li>● Rain Gear (when applicable)</li> <li>● Backpack</li> </ul>	<p><b>Do NOT Bring</b></p> <ul style="list-style-type: none"> <li>● Cell Phones</li> <li>● Valuables- electronics, jewelry, games</li> <li>● Personal Sports Equipment</li> <li>● Pets</li> <li>● Candy or gum</li> <li>● Weapons</li> <li>● Cigarettes, tobacco, vapes, vaping supplies</li> <li>● Drugs or alcohol</li> <li>● Clothing with references to drugs, alcohol, tobacco, sex or gangs</li> <li>● Personal Vehicles</li> </ul>
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Please send medication in its original container. Medication must be handed directly to staff upon drop off in its original container. All Medications should be listed on the medical form.

**Athletic Shoes must be worn when participating in the High Challenge Course!** Crocs are not considered appropriate footwear for Camp. If a camper does not have the proper footwear for activities like the High Challenge Course, they will not be able to participate due to safety concerns.

## Registration

At the time of registration, a non-refundable \$75 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:

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**

We strive to ensure summer camp is affordable for all families. To aid in this pursuit we have applied the following discounts to our fees:

- **Early Bird** Families who register prior to January 9, 2026, will receive a discounted rate of \$330 per week. Rates will increase to \$355 per week after January 9, 2026.
- **First Time Camper** The first week a new camper is attending Camp, they will receive \$25 off their total registration for that first week. **\*Please call the office to apply for this discount.**
- **Sibling Discount** Families receive \$25 off each week for each additional camper from the same family when registered at the same time. No code required. Discount calculates automatically. If sibling campers are registered at different times, please call the Camp Office for the discount to be applied.

## Deposits, Refunds and Changes

### Deposits

A deposit is required to secure your camper's registration. That deposit will be applied to your camper's session fees.

### Camp fees:

Registration requires your deposit payment and will be applied to the total week cost. The remaining balance will be paid in installments or in full, all based on the payment option you have chosen.

## Cancellations:

Cancellations are to 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.

## Injury or illness:

We do understand things may happen. If your child becomes ill or has an injury that prevents them from coming to camp, please email [whitcomb.mason@bgcmilwaukee.org](mailto:whitcomb.mason@bgcmilwaukee.org) to inform us and please attach a Dr. note. 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 due to behavior choices.

## Waitlists

If a spot becomes available, you will be notified via email that the spot is open and will remain open to you for two business days. You will need to call the office to accept that session within those 2 days and make payment for that session in full. If we do not hear from you, after two business days the spot will go to the next camper.

## Meals

Hot lunch and snacks are provided to campers each day. Please include information about food allergies or special dietary restrictions on your camper's health form. Campers may bring their own lunch and/or snacks. 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.

## Water Bottles & Sunscreen

To keep campers hydrated, happy, and healthy all summer long, campers are **required** to bring a water bottle with them every day. **If your camper forgets their water bottle, they will be provided a disposable water bottle, and your account will be charged \$2.** Please be sure to send sunscreen and bug spray with each individual camper. Siblings may not be in the same group and therefore unable to share these items. Staff will not help campers put on lotion sunscreen, so please ensure your camper has spray or knows how to apply on their own.

## Camper Grouping

Each week Camp staff work to diligently assign campers to a group best suited to them. If your camper would like to be in a group with another camper, please indicate that request on your registration form. Effort will be made to meet all camper requests. Not all requests can be fulfilled due to a variety of considerations as we make groups each week. Campers who request each other should be similar in age and both parties need to request the other camper for consideration.

## Arrival and Departure

Vehicles dropping off or picking up campers must use the second entrance on Camp Whitcomb Road, about 150 yards north of the main Camp entrance. Follow the blue signs for Day Camp drop off at the Four Seasons Lodge. Campers can be dropped off between 7:30am-9:00am. After the camper is checked in, they can grab their belongings, get out of the car and join their group. Vehicles then drive forward and head back out to Camp Whitcomb Road through the main entrance at Camp, making a loop. Please do not drive through Camp. That space is reserved for campers walking and playing (AD.4.1, AD.5.1)

Campers can be picked up in the same location outside of Four Seasons Lodge between 4:00pm-5:30pm. Campers will only be released to those who have been indicated on the transportation form. Anyone who is picking up a camper must have an ID readily available for confirmation that they are listed on the form. Although we understand that unexpected circumstances could result in arriving late to pick up a camper, please be aware that late fees will apply. The first instance of a late pick-up will result in a reminder of Camp policy. Any instance of late pick-up after the first will result in your account being charged \$1 per minute past 5:30pm. (AD.23.1)

If your camper has a driver's license, they can drive themselves to and from Camp with parent/guardian approval. Parents/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.

### Camper Absence

If you know your camper will not be in attendance on a specific date, please call the office as soon as possible at (262) 538-1190. If your camper has not arrived at Camp by 9 a.m. on a day they are registered, Camp staff will call all numbers provided to ensure the absence is planned. (AD.23.2)

### 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 and you will be sent a fillable online form to complete 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/cCvw4S2uwvBvYCC47>

## 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 all medications, and document every health-related concern. We will notify parents/guardians of health-related concerns in a timely manner. Camp also has an on-call physician who also trains our staff each summer on health and safety at Camp and is available to the Executive Director throughout the season to consult as needed. (AD.11.1)

### Health Screening

If your camper is ill, has been exposed to a contagious disease such as chicken pox, pink eye or strep throat in the last 24 hours, or has a fever, we ask that you not send your camper to Camp until they are clear of symptoms for 24 hours. (HW.6.1)

## Illness or Injury

If your camper is injured at Camp, staff trained in First Aid will treat the injury. Staff will complete a report summarizing the incident. 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 be assessed by the Health Coordinator who will administer approved over-the-counter medications as needed. If the camper is not feeling better after talking with the Health Coordinator, parents/guardians will be notified to come pick up the camper. (HW.8.1)

It is very important that guardians provide us with complete emergency contact information and health history. This is completed during the registration process. In the case of an injury that requires medical attention, we will make every attempt to contact parents/guardians prior to treatment. In the event that guardians cannot be reached, we have the health form on file, with a guardians' written authorization to treat an injury. (HW.1.1)

## Medications

All prescription and over-the-counter medications, vitamins and creams sent to camp must be submitted to Camp staff in the original container with the licensed physician's instructions. Please place packaged medications in a clearly labeled bag (zip-lock bags work well), with the camper's name, dosage and directions for administering on the Authorization to Administer Medications Form.

All medications are administered by the Health Coordinator per the physician's instructions. All medications must be listed on the Medication Form. Unused medications will be returned with the camper on their last registered day.

**Please note:** Unless taken on a daily basis, 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.

## 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](#).