

V.I.P. GUIDEBOOK

Day Camp Information Guide



Thank you for registering for Day Camp! We are so excited to get to know your child and make sure they have the best week ever!

Please do not hesitate to contact the Registrars if you have any questions.

ONE TO TWO WEEKS BEFORE CAMP

1. Make your final payments.

To ensure a speedy check-in, we ask that all payments be made a week before camp begins.

We recommend that payments be done online at www.lgyc.org, however, you can also pay by mail, by calling us, or at check-in.

You can also add money to your child's store card online, by phone, or during check-in. (For a full week of day camp, we recommend adding \$10-\$15 to your child's store card.)

Mail: Lake Geneva Youth Camp
Attn: Registration
W2655 South Street
Lake Geneva, WI 53147

Phone: (262) 248-5500

Fax: (262) 248-5511

E-Mail: registrar@lgyc.org

2. Complete your child's health history.

Every camper needs a CURRENT health history.

We recommend your child's health information be completed online and turned in up to a week before you arrive. If you are unable to complete it online, there are PDF health forms on our website that you can print, fill out, and then mail or fax to our office or email to registrar@lgyc.org. You may also fill out the form in person during check-in.

Please note any dietary, medical, personal, behavioral, or physical special needs that your child may have. Also, please completely fill out the emergency contact information and the insurance information. You will receive a call from our Registrars if any information is missing.

All medication will be held by the Day Camp Supervisor during your child's stay.

3. Cancellations.

Cancellations up to a week prior to the camp start date will receive a refund for the total amount paid less a \$50 administrative fee. No refunds are available when canceling within a week of the camp start date. No refunds are available for "no-shows" and we cannot transfer to another week.

WHAT TO BRING

What to bring

All items should be clearly marked with the camper's name.

- o Refillable Water Bottle
- o Bible, Notebook and Pen
- o Backpack
- o Towel
- o Play Clothes
- o Extra Shoes (Athletic Shoes)
- o Raincoat and Jacket
- o Modest Swim Wear, NO bikinis (modesty will be at the discretion of camp staff)
- o Bug Spray (strongly suggested)
- o Sunscreen
- o Water Shoes (optional)
- o Sack Lunch (Not necessary if you purchased lunch — \$3 a day)
- o Snack

What NOT to bring

- Tobacco
- Alcoholic beverages or drugs
- Any form of weaponry (knives, guns, etc.)
- Any electronic devices including cell phones and video games/game consoles

Confiscated items will be retained by our staff and returned at the end of the day.

CAMP GUIDELINES

Review the Camp Guidelines with your Child.

Please review the camp guidelines with your child, as they ensure safety and enjoyment for all of our campers. Each camper will be held responsible for following these guidelines.

Guidelines

Campers are expected to be at all meals and activities. No skipping!

All medication must be given to the Day Camp Supervisor at Registration.

Dismissals: In order to ensure a positive experience for all campers, **each child is required to respect and cooperate with the staff and fellow campers.** If, after a clear explanation, a camper cannot do what the schedule or staff requires, the parent or guardian who registered the child will be contacted. The parent or guardian will be asked to instruct the child to cooperate. If, after receiving the instruction, the child is still unable or unwilling to participate in an acceptable manner in the group, the parent or guardian will be asked by the Camp Program Director to pick up the child. No refunds will be given for dismissed campers.

Each camper will share in the responsibility of keeping the camp clean.

MONDAY TO FRIDAY DROP-OFF: 8:00 A.M. TO 8:30 A.M.

Location

New this year: Check-in is located at the **Lake Geneva Bible Chapel**.

The address is: **501 W South St, Lake Geneva, WI**

When navigating using a GPS please enter the **street address** versus the name of the chapel. Searching by name will direct you to the wrong location.

It is between Gates #6 and #7 right across the street from our LGYC property. There will be signs that can be seen from the road and staff will greet you inside.

Check-in and Registration

All campers must check-in between 8:00 a.m. and 8:30 a.m. During check-in, you can deposit money into your camper's Store Card account, drop off health forms and medications with the Day Camp Supervisor, and pick up your camper's wristband (Store Card). The early check-in option begins at 7:30 a.m. for those who pre-registered.

Opening Ceremony

There will be an opening ceremony for campers and parents beginning at **8:30 a.m. on Monday. All parents are encouraged to stay.** You will be introduced to the camp staff and have a quick glance at what your camper(s) will experience for the week. Following the opening ceremony campers will meet their counselors and get started with their camp activities.

Health and Medications

Please keep medications in the original packaging/ bottle, identifying the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration. Place all bottles of medications in a Ziploc bag with the camper's name on it. At check-in, you will be required to go over all medications and health concerns with the Day Camp Supervisor. We stock acetaminophen, ibuprofen, etc. which will be administered by the Camp Nurse if needed. If any questions arise, our Day Camp Supervisor will contact you.

MONDAY TO FRIDAY PICK-UP: 4:00 P.M. TO 4:30 P.M.

Pick-up Monday to Thursday

All campers must be picked up between **4:00 p.m. and 4:30 p.m. at the same location as check-in.** The late pick-up option extends to 5:00 p.m. for pre-registered families.

The address is: **501 W South St, Lake Geneva, WI**

Closing Ceremony

Camp ends with a closing ceremony at 4:00 p.m. on Friday, finishing at approximately 4:30 p.m. Parents are encouraged to attend the ceremony and share in the excitement with their child. All campers must check out with their counselor before they leave.

Store Card Balance, if applicable

The remaining balance of each camper's Store Card account will be donated to our **Camper Sponsorship Fund** unless requested back at the end of the week.

OTHER DAY CAMP INFORMATION

Swim Test

Each camper will take a swim test. Wristbands are given to show the camper's swimming level. Some activities require a higher level of swimming ability.

Wristbands (Store Card)

Every family will be able to deposit money into their camper's account for use during their days at camp. The camper will be given a Wristband and can use their spending money in the Canteen to purchase snacks, camp apparel, etc. or at Handcraft for arts and crafts.

Visitation

While your camper is at LGYC we ask that there are no visitors until the end of your camper's day. This will help ensure our campers' safety, as well as making sure that your camper fully enjoys their distraction-free camp experience.

Visitors are only allowed in an emergency situation and they must check in at the main office (near gate #6) and receive a visitor's pass to maintain security on the grounds. Special visits must be arranged with the Camp Program Director. Please try to make arrangements with coaches so campers don't have to leave camp for games or practices. We appreciate your cooperation in making the camp experience excellent.

Excess Medical Insurance Policy

Our policy is such that in the event of an accident requiring medical attention, claims will first be filed against the parent's or the guardian's insurance company. Once the limits of that policy have been exhausted, or to recover any deductible amounts, claims may be filed against our limited insurance. In the absence of any group or individual policy, our insurance will provide coverage with the limits and provisions of the policy. In the event of an accident, every effort will be made to contact you before any action is taken. If this is not possible, the Camp Program Director and Camp Nurse will make a decision based on what treatment your camper may need. You will be contacted as soon as possible.

Thank you for choosing Lake Geneva Youth Camp!
If you have any questions or concerns, please contact the Registrars.

E | registrar@lgyc.org

T | 262-248-5500

