



**OUTDOOR  
EDUCATION  
CENTER**

"Ensuring a Successful Camp Experience  
for Your Child"

# PARENT HANDBOOK 2023





# Table of Contents

Pg 3	<a href="#"><u>Wildwood Values</u></a> <a href="#"><u>Benefits From Camp</u></a> <a href="#"><u>Welcome to Wildwood!</u></a>
Pg 3	<a href="#"><u>Before Camp Begins</u></a> <a href="#"><u>Registration</u></a> <a href="#"><u>Campership Processing</u></a> <a href="#"><u>Refunds &amp; Promotions</u></a> <a href="#"><u>Homesickness Preparation</u></a> <a href="#"><u>Essential Functions of a Camper</u></a> <a href="#"><u>Cabin Mate Request Policy</u></a> <a href="#"><u>Packing List</u></a>
Pg 6	<a href="#"><u>Transportation Procedures</u></a> <a href="#"><u>Bussing Schedule</u></a> <a href="#"><u>Bus Guidelines</u></a> <a href="#"><u>Drop-Off/Pick-Up Schedule</u></a> <a href="#"><u>Drop-Off/Pick-Up Guidelines</u></a>
Pg 6	<a href="#"><u>Check-In Schedule &amp; Procedures</u></a> <a href="#"><u>Check-In Schedule</u></a> <a href="#"><u>Check-In Procedures</u></a>
Pg 7	<a href="#"><u>Camp Life</u></a> <a href="#"><u>Lodging</u></a> <a href="#"><u>Swimming Skills Tests</u></a> <a href="#"><u>Food Service</u></a> <a href="#"><u>Updates from Campers</u></a> <a href="#"><u>Health &amp; Wellness</u></a>
Pg 8	<a href="#"><u>Check-Out Schedule &amp; Procedures</u></a> <a href="#"><u>Check-Out Schedule</u></a> <a href="#"><u>Lost &amp; Found Policy</u></a>
Pg 9	<a href="#"><u>Severe Weather Procedures</u></a>
Pg 9	<a href="#"><u>Directory</u></a>

## Wildwood Values

Wildwood is where kids grow better outside. We celebrate learning and recognize that we are all constantly learning from each other and from nature.

We commit to stewardship, living thoughtfully on the land and in community with each other. We use resources wisely.

We are committed to equity and diversity. Wildwood campers and staff come from many geographic, racial, ethnic, and economic backgrounds. We reduce barriers to participation, so children have equal access to our programs. We create space that is safe for all. We intentionally design our program so all staff and campers can be their best and whole self at Wildwood.

Wildwood continues to proudly serve our mission of providing children with experiences of living and learning in the outdoors from our beautiful 150-acre camp facility composed of forests, meadows, streams, and ponds. We have done so since our founding in 1980. We thank you for sharing a part of your summer with us!

## Benefits from Camp

Campers benefit from new friends and feelings of connectedness. They also get a boost in problem solving confidence and teamwork experience. Our goal is to give kids the tools they need for healthy habits and bright future!

Wildwood is a 10-year program, offering kids, ages 8-18, a camp experience that grows with them and challenges and leadership opportunities that increase every year. We want our campers to come back summer after summer and build on what they have learned and accomplished.

## Welcome to Wildwood!

We are thrilled to be a part of your summer fun again this year. Wildwood has a few exciting additions to camp this year!

- TEXTING now available @ 913-738-9067
- New Bus Stop Locations
- EARLY BIRD DISCOUNT, Deadline March 31, 2023, automatically applied
- SIBLING Discount, automatically applied
- Financial Assistance Deadline – May 15, 2023

## Before Camp Begins

**Registration** – Please submit your camper registration [HERE](#). You can return to your parent login/manage your registration [HERE](#). Once your registration is complete and reviewed, you will receive a confirmation email with more information about camp. Please make note of your login details as they may be needed throughout the season.

**Full payment of your camper's tuition is expected two (2) weeks prior to arrival at camp.** Payments may be made online by returning to your Campsite Parent Portal or by cash, check or money order by contacting the Wildwood Office. If you're experiencing economic hardship or you would like to apply for a financial assistance, please see the details below.

**Financial Assistance Processing** – If you filled out a request for financial assistance, please allow for two weeks processing time. You will be notified by email once your application has been processed. Please note, the campership deadline is May 15, 2023.



**Refunds & Promotions** – Camp fees are due two weeks prior to opening day of your camper’s session. If you need a refund, please see the policies below:

- Transfers from one camp session to another are allowed but depend on availability. We ask that you please make your transfer requests at least (3) three weeks prior to your camper’s session.
- If you cancel your session 2 weeks or less before the start date of camp or do not show up for camp, you forfeit your deposit as well as other payments made to Wildwood.
- Cancellations due to illness will be refunded in full. Please submit your request in writing with a note from your child’s physician to [office@wildwoodctr.org](mailto:office@wildwoodctr.org)

**Homesickness Preparation** – Feelings of missing home are common in youth attending summer camp, especially if it is their first time away from home. Anticipating and discussing the feelings of sadness, loneliness and anxiety can be helpful in mitigating these difficulties. We encourage all parents to discuss these issues with their campers before arrival.

Our goal is that every Wildwood camper has a successful experience, but it is important to make sure each child is emotionally and physically ready and wants to come. Additionally, it is important to understand whether your child is hesitant and nervous about the overnight experience, or they simply do not want to attend camp. Please note, leaving camp early due to homesickness is not a condition for a refund.

**Essential Functions of a Camper** – How do I know if my child is ready for camp? While camp can be a tremendous opportunity to foster independence and personal development, it is important to know whether a camper is ready for overnight camp to achieve the benefits of the experience. Please read through the essential functions of a camper below.

#### Physical Requirements

Camper should be able to:

- Traverse considerable distances across uneven terrain multiple times per day
- Maintain personal hygiene without assistance
- Eat meals in noisy environment – campers will have a cold food option at each meal (salad bar/sunbutter & jelly sandwich) if they do not like the main option
- Sleep in a bunk bed in a cabin with up to 17 other campers/staff

#### Emotional/Behavioral Requirements

Campers should be able to:

- Participate in structured, scheduled activities and transition between spaces with a group of peers
- Follow instructions given by camp counselor on a regular basis
- Control impulses, especially around higher risk activities such as canoeing and archery
- Self-calm following an incident that causes sadness, anger or frustration
- Work through disagreements and interpersonal conflict with peers
- Communicate effectively with peers and staff (especially regarding their personal needs)
- Adapt to an environment where one staff member is present to assist multiple campers. If your child needs more intensive support than we can provide, camp may be a difficult experience.

If your child cannot perform these essential functions or needs more intensive support than we can provide, we may contact you to arrange a shortened stay for the safety and well-being of your camper.

**Camp Buddy Request Policy** – We always attempt to accommodate camp buddy requests, but due to the nature of cabin activities, they cannot be guaranteed. Campers may request camp buddy who is within two years of age.

Camp buddies can be requested during the registration process. If you did not state your camp buddy on your registration form, please email [office@wildwoodctr.org](mailto:office@wildwoodctr.org) at least two weeks prior to your camper's check in day.

**Ensuring a Successful Camper Experience** – If your camper is still a little unsure about leaving home for a week, please call our office to talk with our Program Director. We are available to help decide if your camper is ready to have a successful camp experience.

# Wildwood Summer Camp Packing List

**Please note: We do not provide laundry services to our campers, unless it is an emergency. We suggest marking items off as you pack them and sending that list with your camper.**

**We encourage you to mark all of your items with your camper's initials. Packing can be done in a duffel bag, trash bag, sturdy box, etc.**

- |   |  |
|---|--|
| <input type="checkbox"/> Pillow                                     | <input type="checkbox"/> Laundry Bag/Pillow Case   |
| <input type="checkbox"/> Sleeping Bag or Twin Size Sheets & Blanket | <input type="checkbox"/> Toothbrush/Toothpaste     |
| <input type="checkbox"/> 5-7 T-Shirts                               | <input type="checkbox"/> Soap/Shampoo              |
| <input type="checkbox"/> 5-6 Shorts                                 | <input type="checkbox"/> Deodorant/Toiletries      |
| <input type="checkbox"/> 1 Pair Closed Toe Shoes                    | <input type="checkbox"/> Flashlight with Batteries |
| <input type="checkbox"/> 1 Pair of Long Pants                       | <input type="checkbox"/> Bug Spray                 |
| <input type="checkbox"/> Lightweight Jacket or Sweatshirt           | <input type="checkbox"/> Sunscreen                 |
| <input type="checkbox"/> 5-7 Socks and Underwear                    | <input type="checkbox"/> <b>Water Bottle</b>       |
| <input type="checkbox"/> Pajamas                                    | <input type="checkbox"/> Sunglasses/Hat            |
| <input type="checkbox"/> Swimsuit                                   | <input type="checkbox"/> Raincoat/Poncho           |
| <input type="checkbox"/> 1-2 Bath/Beach Towels                      |  |

If you are having difficulty providing any of these items for your camper, please contact us. We may be able to provide assistance.

Please DO NOT Bring: Cell phones, electronics, books or magazines containing adult content, money, candy, food or drinks, gum, knives/weapons, fireworks, personal sports equipment, jewelry/valuable, irreplaceable items, alcohol, tobacco, or drugs.

Campers who bring drugs, weapons, alcohol or tobacco will be immediately dismissed without refund. Other prohibited items will be kept in the office until the 5 end of the session.



## Transportation Procedures

**Bus Transportation** – When registering your camper, you may choose bus transportation or parent drop-off/pick-up.

It is Wildwood's preference that your camper arrives and departs from camp in the same manner of transportation unless an emergency arises. Changes to transportation create camper confusion and increase risk of lost luggage. You can edit your camper's transportation plans through the CampSite Parent Portal up until (2) weeks prior to your camper's session.

If an emergency arises and you need to edit your camper's transportation plan, please email [office@wildwoodctr.org](mailto:office@wildwoodctr.org). Changes must be in writing by the custodial parent. Anyone dropping off or picking up a camper must be listed as an authorized contact in CampSite.

**Bussing Schedule** – Please see our [Transportation Resource Page](#) for the most up to date information regarding Bussing Schedules.

**Bussing Guidelines** – When arriving at the bus stop, please have all medication in a labeled Ziploc bag separate from camper luggage. Please review the medication requirements in the following pages.

In case of an emergency, parents will be emailed or texted to inform you of any changes to bus stops or times. Parents are responsible for supervision of their child until they are signed in by Wildwood staff and on the bus. Please review these bus safety rules with your child before riding the bus:

1. Always stay off the road while waiting for the bus.
2. Do not run or horseplay at your bus stop. Be careful when approaching the bus stop.
3. Do not move toward the bus until the bus has come to a complete stop and the driver signals that it is safe to walk towards the bus.
4. Always keep head and hands (entire body) inside the bus.
5. Assist in keeping the bus clean. There should be no eating or drinking on the bus.
6. Campers may talk quietly. Remember that loud talking, laughing or unnecessary confusion could divert the driver's attention and may result in serious accident.
7. Leave belongings out of the aisles and driver's compartment.
8. Never tamper with the emergency doors, emergency windows or exits, etc.
9. Camper should remain seated at all time, facing the front with both shoulders to the back of the seat. This provides maximum safety in case of an accident or sudden stop. Campers should never stand at any time while the bus is in motion.
10. No smoking or possession of any type of tobacco products, lighters or matches allowed on the bus.
11. In case of a road emergency, remain in the bus and follow the driver's directions.
12. Campers are to follow all directive of the driver upon the first request.

## Check-In Schedule & Procedures

**Check-In Schedule/Procedures** – Please see our [Transportation Resource Page](#) for the most up to date information regarding check-in schedules and procedures.

**If your child is unable to attend camp, please contact us as soon as possible. After check-in is complete, we will call all families of any campers who did not check in to verify absence of the session.**



## Camp Life

**Health Check** – Campers will receive a health check on their first day. We check for temperatures over 100° F and headlice. If you camper is determined to have either, we will contact you to determine next steps.

**Swimming Skills Check** – Wildwood welcomes campers with all swimming abilities and recognizes each camper will arrive with different levels of skill. Swim checks will be scheduled for each camper on the first full day. Campers will be given the opportunity to practice and develop their abilities throughout the week.

**Lodging** – Campers stay in modern cabins that have bunk beds, showers and bathrooms. The cabins have electricity and air conditioning. Campers bunk with other campers their age and several camp counselors.

**Dining** – Wildwood meals are served by camp staff and include a wide variety of healthy, kid friendly options. Food options are available for kids who are vegetarian, lactose intolerant or have food allergies. Please submit all dietary needs and restrictions on your camper registration. We do our best to accommodate all food needs, please contact Wildwood before your camp session if you have questions.

## Updates from Campers

We will update our Facebook page (Wildwood Outdoor Education Center) throughout the week to keep parents updated on some of the activities happening at camp! Pictures will be posted in CampSite's "Camp Today Blog" throughout the week. For a parent tutorial, please [CLICK HERE](#).

**Care Packages/Mail** – Mail is delivered by rural carrier to and from Wildwood Monday through Saturday.

USPS delivery times can be unpredictable, so consider sending mail early or brining mail with you when dropping off your child. You are welcome to leave mail with Wildwood staff to distribute during the week. This will ensure your camper receives your mail while they are here.

If mail arrives after your camper has departed, it will be returned to sender. Campers look forward to receiving mail at camp, so we encourage you to write your child. We will also encourage your child to return your messages.


Please do not include any snacks or food items in any mail. Mail is distributed Monday-Thursday. To write your camper, please use the following format:

Camper Name, Camper Session  
Wildwood Outdoor Education Center  
7095 W 399<sup>th</sup> ST  
La Cygne, KS 66040

**Email** – If you'd like to email your camper while they are here, please login to your CampSite Parent Dashboard, choose the left navigation menu, select "e-mail my camper." Write them a message and we'll make sure it's delivered. If you need a tutorial, please [CLICK HERE](#)! We will deliver email messages Tuesday, Wednesday and Thursday. If you send a message on Thursday, please make sure it is submitted by 3PM. This will allow us to ensure your camper receives the message. Please note – messages can only be sent after your camper has arrived at camp.

**Telephone Calls/Text Messages** – Campers do not make or receive calls and messages at camp as we provide a much needed break from technolocy. If a situation arises in which you must speak with your child while camp is in session, please call or text the Wildwood phone (913-738-9067). Texting is generally faster and easier for Wildwood staff to read and respond to. If you call, please expect to speak with a staff member who will check in with your camper's group leader. Please understand that there will generally be a delay in getting in touch





with your child due the nature of overnight summer camp. Be assured, we will contact you immediately if there is any cause for concern regarding your child's well-being.

**Visitors** – Visitors are not allowed at camp. We encourage correspondence through letters, postcards, and email.

## Health & Wellness

**All prescriptions and over the counter medication MUST be in the original container. This includes all prescription medications, inhalers, vitamins, aspirins, etc.**

**Please review all medication policies and procedures below.**

- All medication will be turned into the Health Manager during check in. The Health Manager will dispense medication at the proper times and dosage.
- If the dosage information on the medication container is not correct, please have written orders signed by the prescribing physician authorizing the revised dosage instructions.
- Put all medication in a Ziploc bag with your child's full name. Medication will be stored in a secure location for the duration of the session and should not be included in your camper's luggage.
- Parents are encouraged to visit with the program director about any individual health or medical matter concerning your camper.
- Campers with inhalers or EpiPens are encouraged to bring a backup of each. Inhalers or EpiPens will stay with the camper's group at all times and the backup will be kept in the health center.
- Please review your camper's health and medication form 1 week prior to camp. If you register early, there could be changes in their medication, dosage, etc. It is imperative the camp has the most correct and up to date information.

**Living Outdoors** – Ticks and mosquitoes are native to the Wildwood environment. Wildwood adheres to the recommendations by the Kansas Department of Health & Environment and the Center for Disease Control regarding effective methods of deterring bites (and therefore the risk of infection) from mosquitoes and ticks.

In addition, campers spend the majority of the day outdoors, and must be protected from the sun. Wildwood follows recommendation from the CDC regarding effective UV protection methods.

We recommend to pack insect repellent containing at least 10% DEET as well as water-resistant sunscreen containing at least SPF 30. Please encourage your camper to apply repellent and sunscreen regularly.

**Insurance/Illness Information** – In the event of a serious incident, illness, or accident, parents and or guardians will be notified by phone. In the event of serious illness or accident requiring medical attention, Wildwood staff will contact EMS to transport your camper to AdventHealth South at 7820 W 165<sup>th</sup> ST, Overland Park, KS. If it is not a serious emergency, we will contact the family to determine next steps.

Any medical expenses incurred due to illness or injury at camp are the responsibility of the camper family. Wildwood carries sickness and accident insurance on campers that may cover some out-of-pocket expenses for covered accidents and illness that occur at camp. This is secondary to family insurance. The family's insurance is primary and must be applied first. Remaining out of pocket costs may then be submitted to Wildwood's insurance plan for review and possible payment up to the limit of the Wildwood coverage.

## Check-Out Schedule & Procedures

**Check-Out Schedule & Procedures** - Please see our [Transportation Resource Page](#) for the most up to date information regarding check-out schedules and procedures.





## Lost & Found Policy

Please review your camper's luggage upon return. If you discover any missing items, they may still be at camp. We are happy to return lost and found items, but please be aware that we cannot guarantee the return of any items left behind at camp. If you discover missing items, please call, text or email [office@wildwoodctr.org](mailto:office@wildwoodctr.org) with a description of what you are missing. We will keep lost and found items for no longer than 14 days from the end of the session. Lost and found items can generally be picked up at the camp office Monday through Friday between 10AM-4PM. Please do not send your camper with anything that is highly valuable or irreplaceable. Things like jewelry or a favorite stuffed animals can be easily lost or damaged at camp. Electronics, including phones, are not permitted at camp. Phones may not be used at camp and will be confiscated if found and returned to families at the end of session. Wildwood is not responsible for any lost, damaged, or stolen items, including confiscated phones.

## Severe Weather Procedures

Camp staff is directed to focus their attention on keeping campers calm and safe in severe weather. Parent phone calls to the camp during severe weather situations are routed to the camp's voicemail. Staff will return your call as soon as they are able to safely do so. Wildwood has a storm shelter in the central part of camp and in the cabins across the pond. There is a nearby emergency siren that serves our camp and the local community. Staff are trained on procedures and drills are conducted to practice.

## Wildwood Directory

Program Director – 913-738-9067 option 1  
Operations Director – 913-738-9067 ext 706  
Text Message – 913-738-9067  
Email – [office@wildwoodctr.org](mailto:office@wildwoodctr.org)

Please direct all non-emergent questions regarding registration, fees, payments, cancellations, camperships, refunds, staff, individual camper needs, programs, etc. to [office@wildwoodctr.org](mailto:office@wildwoodctr.org). This email is monitored regularly, and you will receive a response within 16 business hours.