



PARENT CAMPER

HANDBOOK

2024



v 1.0

Contents

Welcome.....	3
Arrival Day	4
Check-In	4
Camp Fees	4
Pick-up.....	5
Special Parent/Family Breakfast	5
Camper Pick-up.....	5
Pet Policy.....	5
Summer Camps Pick-up/Drop off:	5
Medication	7
Medications.....	7
Health Insurance.....	7
Emergency Medical Procedures	7
Allergies.....	7
The Store.....	9
Store Money	9
Camp Store.....	9
Camp Video and Pictures.....	9
Policy.....	10
Music.....	10
Phone Calls.....	10
Tobacco, Alcohol, Drugs, Firearms	10
Property Damage.....	10
Abuse.....	10
Camper Grievance Process.....	10
Disciplinary Process.....	10
Camper Care Procedures	11

Camp Rules13

- Dress Code.....13
- Footwear13
- Camp Boundaries13
- Curfew.....13
- Guys/Girls13
- Dorms.....13
- Food14
- Visitors.....14

Packing List.....15

- Bedding.....15
- Personal.....15
- Clothing15
- Swim-wear15
- Money15
- Specialty Camps.....15
- Medication.....15
- Items not to bring.....15

Communication17

- Communication.....17
- Email17
- Mail17

Thank you.....18

- Contributions.....18

WELCOME

Welcome to Living Waters Bible Camp. We would love to see you at camp this year!

Since 1970, Living Waters has offered great adventures that focus on teaching Biblical Creation and Servant Leadership through learning adventures in God's creation in a year-round camp facility nestled in a beautiful streambed valley. With a variety of exciting Christ-centered activities, you will be able to build life-long friendships and, most importantly, have an opportunity to grow closer to the Lord.

Living Waters Bible Camp exists to train campers and staff to be Christ-followers who are servant leaders and who live out a biblical worldview. When you think of a ministry to help train and equip your children and family, we hope you think of Living Waters Bible Camp first! Through programs with a purpose and passionate, well-trained staff and volunteers, your family will see true spiritual growth each week of camp.

At Living Waters Bible Camp, we use God's creation and the truth of God's word to transform lives! By showing each camper the hand of the Creator, God opens doors for them to receive the good news of Jesus and learn how He transforms individuals into passionate followers of Christ.

The purpose of the following guidelines is to inform both parents and campers of expectations while at Living Waters Bible Camp. Please take the time to read through this booklet with your child.



ARRIVAL DAY

CHECK-IN

Check-In will be held from 2:00 - 3:00 p.m. Please do not arrive before 2:00 pm as we will not be set up. If you are not able to make it during this time, please call to make the appropriate arrangements. (Note: Foundation Camp and Omega Camp have different check-in times, you will receive specific check-in instructions for those camps via email)

Park in the parking lot and proceed to the Lodge Patio. Follow the signs to the Check-in table located under the tent on the Lodge Patio.

CAMP FEES

Please take a moment to [check your camp account](#). Payment may be made online, or you may bring the remainder of your camp fee with you to check in. The camp fee covers all meals, class materials, craft items, activities, and awards. Paintball is an additional fee. We do accept Discover, MasterCard, and Visa.



PICK-UP

SPECIAL PARENT/FAMILY BREAKFAST

A special breakfast and closing program will be held at the end of your child's week on Saturday morning at 9:30 a.m. We need to know how many will be there, so please sign-up during check-in on Sunday. Donations of \$5 per person are appreciated to cover this expense. (Note: Little Squirts pick-up is 6:00 p.m. Foundation Camp and Omega Camp have different pick-up times, you will receive specific pick-up instructions for those camps via email)

CAMPER PICK-UP

Campers, who are minors, may only be picked up from camp by an authorized pick-up person. Only adults listed on the camper Authorized Pick-up list are allowed to pick up a camper. All vehicles will be stopped at the entrance on Saturday morning to check for the authorized pick-up person.

Campers who drive their own vehicle to camp may be asked to turn in their keys to the office during the week of camp.

PET POLICY

It is the policy of Living Waters Bible Camp that Guests are not allowed to bring pets to camp. There are a few exceptions which will be addressed within this policy.

Why pets are not allowed at camp:

- Not all people appreciate the company of a pet.
- Some people fear certain animals.
- Some people have severe allergies to animals.
- Not all pets behave well enough.
- Pets can be a distraction to a camper's overall experience.

SUMMER CAMPS PICK-UP/DROP OFF:

- We recommend not bringing pets since camp is not prepared to accommodate them.
- If you need to bring a pet (i.e., going somewhere else with your pet after dropping off your camper)
 - Please leave pet in vehicle as much as possible.
 - Pets are not allowed in the parking lot nor in any buildings at camp.
 - Pets are required to be monitored by their owner.

- Please use the area behind the camp sign by the maintenance building for pet bathroom area.
 - If the pet exits the vehicle they must be on a leash.
 - Please clean up after the pet.



MEDICATION

MEDICATIONS

Wisconsin law **REQUIRES:** in order for our health care staff to administer PRESCRIPTION MEDICATION to a participant, the bottle MUST be labeled with the participant's name, name of the medication, dosage, frequency, and route of administration, name of the prescribing physician, date prescribed, possible side effects and precautions. For OVER-THE-COUNTER MEDICATION, the medication must be in its ORIGINAL CONTAINER and clearly labeled with the participant's name, the dosage, frequency of administration. BY LAW, MEDICATION MUST BE CORRECTLY LABELED AND IN ITS ORIGINAL CONTAINER. We cannot dispense medication brought to camp in plastic bags or daily dispensers.

All camper medications must be entered on the Medication Form in your child's online registration account prior to camp check-in on Sunday. If this information is not entered prior to camp check-in, computers will be available for you to enter the information at that time.

If a camper is on any medication, prescription or non-prescription, it must be given to and administered by the nurse (except inhalers).

HEALTH INSURANCE

Your insurance is the primary carrier in case your child is involved in an accident or is injured during their week of camp. Please provide us with your family's insurance information during the registration process. Living Waters Bible Camp will submit any outstanding claims to our insurance for review.

EMERGENCY MEDICAL PROCEDURES

Living Waters has trained individuals for medical emergencies on staff. In the event that your child does have a health-related emergency or needs to be seen by a physician for urgent care, the camp will make every effort to get in touch with the custodial parent or guardian that is listed on the camper health form. For routine care provided by the camp's health staff, such as skinned knees, itchy mosquito bites, sore throats, headaches, etc. Parents or guardians will usually not be contacted.

ALLERGIES

Living Waters strives to accommodate campers with dietary needs and food allergies. During the registration process, please note the dietary needs. Then during the check-in process, parents will have a chance to discuss their dietary needs with

the kitchen staff. If a need arises after registration, please return to the camper's account, and add that info prior to camp.

Gluten-free dietary option for campers: \$25.00 extra. Please check that option during registration.



THE STORE

STORE MONEY

Campers may want to bring extra money to spend at the camp store, \$4-\$10/day is typical. All campers are asked to turn in their money at check-in. (We don't want cash in the cabins) This will be placed in their store account for safekeeping. You may add and monitor money in your child's store account through your online registration account. Unused money can be returned, remain in the child's account, or be designated to Living Waters.

CAMP STORE

Items available in the store include:

- Clothing
- Water Bottles
- Stuffed Animals
- Trinkets
- Books and Bibles
- Candy
- Drinks
- Ice Cream
- Snacks and more

CAMP VIDEO AND PICTURES

To help you reflect on your experience and to share it with others, we produce a highlight video for each full week of camp. The video can be found on the website, social media, and our Vimeo account.

Watch the camp's Facebook page (www.facebook.com/lwbcWI), Instagram account (www.instagram.com/Livingwatersbiblecamp/), and website photo galleries to see pictures from the week! (www.lwbc.org)

POLICY

MUSIC

Camp policy prohibits portable audio devices; please leave them at home. If they are brought to Camp, we will collect them and return them to the camper on Saturday.

PHONE CALLS

Please do not bring cell phones to camp. In the event of an emergency or urgent matter, camp staff will facilitate a phone call home.

TOBACCO, ALCOHOL, DRUGS, FIREARMS

These are not allowed on camp property. Campers found with tobacco, illegal drugs, alcohol, or firearms will be sent home. (Contact the Operations Manager to discuss any questions you may have.)

PROPERTY DAMAGE

Individuals are required to pay for damage done on purpose due to carelessness or anger. We would appreciate help covering the cost of damage, even if it was accidental.

ABUSE

Living Waters staff are trained to respond to signs of abuse. Campers exhibiting signs of abuse either prior to or during their time at camp will be reported in accordance with our Child Protection Policy.

CAMPER GRIEVANCE PROCESS

We desire to serve our campers, parents, and staff with excellence while exhibiting Christ-like love. If at any time a circumstance arises where you feel an infraction has occurred between Living Waters Bible Camp (staff, volunteers, or others involved) and you and/or your child, we ask that you immediately notify us by contacting our Operations Manager, Andy Douglass by phone (608) 632-1151 or by email AndyD@lwbc.org. If Andy is unavailable or if this is unsuccessful, please contact our Executive Director, Ivan Munguia, (608) 632-0018, Ivan@lwbc.org. If Living Waters Bible Camp leadership is unable to resolve the issue, a guest may then send a letter to the camp Board President for consideration.

DISCIPLINARY PROCESS

We desire Living Waters Bible Camp to benefit all those who come. If a camper is unwilling to cooperate with the rules and guidelines, his/her parents may be called and instructed to take the camper home. If you have any questions or concerns

regarding these guidelines and rules, please contact Andy Douglass or Ivan Munguia.

CAMPER CARE PROCEDURES

Common difficult circumstances campers and staff deal with:

1. Injury and illness
2. Behavioral issues
3. Emotional Health

A general rule is that we want to communicate these situations to parents to **partner with us in handling the situation**. We also don't want them to hear about something difficult from their child at the end of the week without the full context of the situation.

Injury and Illness

- The Health Care Supervisor will call parents to notify them of any issues.
- We will inform parents before going to the ER if practical.
- The HCS, Operations Manager and Weekly Director make the decision to send a camper home.

Behavioral Issues

Our goal is to care for campers and find restoration/reintegration into the activities. At the same time, if a camper is affecting the experience of other campers, actions need to be taken to care for all campers.

Note: Camp staff will aim to act with compassion and understanding as they deal with the situation, following the example of the Lord Jesus Christ.

Whenever issues involving poor camper behavior occur, the following steps should be followed:

- Step 1: The dorm leader addresses the behavior privately and redirects, specifically noting a consequence if they repeat the offense.
- Step 2: A second incident: The dorm leader discusses the event with Weekly Director, and then enacts the consequence discussed.
 - Examples of consequences: Loss of pool time, sitting out during an activity, no store time.
 - We value the input of parents and strive to partner with families through the ministry. A phone call to

parents is to attempt to understand any extenuating circumstances which could warrant the behavior.

- Step 3: Parents will be called to help deal with the situation, and if there is no success, the camper may go home.

Emotional Health

Our goal is to minister and care for campers to be the best of our ability. At the same time, we aren't certified or prepared for psychological health or counseling. Serious situations need to be passed on to parents.

For any situations where a camper indicates a struggle with depression, cutting, suicidal thoughts, or any other serious emotional health struggles, the following process should be followed:

- Step 1: The dorm leader addresses the behavior as discreetly as possible and redirects and encourages campers in this situation.
- Step 2: Do not leave them alone. Walk with them, keep them in sight. The Operations Manager or Executive Director should be notified.
- Step 3: The Operations Manager or Executive Director will call the parents, informing them of the issue at hand and asking them whether they are aware of the situation and what has been done to give support.

CAMP RULES

DRESS CODE

In today's society, we believe that clothing guidelines are necessary. At Living Waters Bible Camp, we ask that all campers and staff adhere to certain expectations. Listed below are articles of clothing we consider to be inappropriate.

- Clothing that has suggestive ads or sayings.
- Strapless, spaghetti straps, halter tops, or one-strap tops.
- Tops or shirts that reveal the midriff area.
- Clothing that reveals undergarments or private parts.
- Two-piece swim attire such as bikinis
- Swimsuits at camp (except when going to or returning from the pool or water activities).

FOOTWEAR

Shoes or sandals are to be worn at all times except during water activities.

CAMP BOUNDARIES

Campers are to stay within the mowed areas of Camp. Anywhere else, campers must be accompanied by a staff member.

CURFEW

Stay in your dorms after lights out. Campers found out after this time may be sent home.

GUYS/GIRLS

Campers will be assigned to sex-specific dorms based on their biological gender.

We ask you to restrain yourselves in physical affection toward one another. We ask that you keep air space between couples — i.e., no holding hands, kissing, lying close, or on each other.

DORMS

Campers are not allowed on porches or in dorms of the opposite sex. Your dorms, including bathrooms, are to be cleaned daily.

Fire Extinguishers are for your safety and not to be tampered with.

FOOD

Food in dorms must be kept in closed packaging due to problems with ants, etc.

We ask that food sent in camper packages be sent in re-sealable packaging to discourage problems with pests in the dorms.

VISITORS

Parents and friends are welcome to enjoy camp during check-in time on Sunday and the special family breakfast on Saturday at 9:30 a.m. We are not able to accommodate visitors with lodging at camp but are happy to provide information about local lodging.



PACKING LIST

BEDDING

- Sleeping Bag
 - **Note:** A sleeping bag works better than bedding when campers have their planned sleep out)
- Pillow

PERSONAL

- Bible, Pen, or Pencil
- Toothbrush, Toothpaste
- Soap, Shampoo, Deodorant
- Washcloth, Towel
- Sunscreen, Bug Spray
- Flashlight

CLOTHING

- Clothing for warm and cool weather
- Clothing and shoes that can get wet or dirty.
- Laundry facilities are not available at camp.

SWIM-WEAR

- Towel
- One-piece modest swimsuit
- Midriff-covering Tankinis are also allowed.

MONEY

- Money for Camp Store
- The remainder of the Camp fee

SPECIALTY CAMPS

- See the website for the packing list for Foundation Camp and Omega Camp

MEDICATION

- All medications must be brought in their original container.
- All medication must be turned in to health care staff during check-in.

ITEMS NOT TO BRING

- Portable audio devices

- Cell Phones
- Hand-held video games
- Tobacco, Alcohol or Drugs
- Paintball Equipment
- Fireworks or Firecrackers
- Bicycles
- Pets (please do not bring dogs to check-in or pick-up)



COMMUNICATION

COMMUNICATION

Do not expect to be able to call your camper while at Camp. If an emergency contact is necessary, please contact the camp office, and we will arrange for appropriate communication. 608-634-4373

EMAIL

Emails may be sent to your camper during the week. Send them to camper@lwbc.org. Include the camper's name and dorm in the subject line. Please note that campers will not receive any e-mails that come on Friday after 11:00 a.m. Please do not include attachments. Campers are not able to reply to emails.

MAIL

Mail can be sent directly to Camp (E8932 Reo Avenue, Westby, WI 54667) Allow a few days for the USPS to deliver your letter. (Send it early) Please include your camper's name and dorm. Mail will be delivered at lunchtime each day. If sending food, please place the food in re-sealable packaging.

Helpful hint: Many parents prefer to prepare letters and packages prior to coming to camp. During check-in you may bring packages to camp and save your postage! Include your camper's name, dorm name and day of the week you want it delivered clearly marked on the label.



THANK YOU

Thank you for choosing to partner with Living Waters Bible Camp to help with the spiritual formation of your child. We count it a privilege to be allowed to serve you and your family and we take this responsibility with the utmost importance. We consider your child to be a treasure from God and we understand the seriousness of this responsibility. We make every human effort to ensure a safe and fun environment for our campers however, only God can offer the protection we need. Please pray for the ministry at camp. It is a critical component of the longevity of this ministry.

CONTRIBUTIONS

Camper fees only cover a portion of the total operating costs of Living Waters Bible Camp. The ministry depends on generous donors to sustain the work.

If you feel led to donate funds to Living Waters, here are a few of the areas that could use your help.

- Year-round and Summer Staff raise their support to serve at camp without being a burden to the campers.
- Capital Projects such as building, or equipment are an important part of sustaining the ministry of camp.
- Scholarship Fund. Contributions to the Scholarship Fund assist campers who otherwise could not afford to come to camp.
- Contributions may be made online using your Living Waters camper account. Gifts may also be mailed to Living Waters (E8932 Reo Avenue, Westby, WI 54667)

E8932 Reo Ave.
Westby, WI 54667
www.lwbc.org
608.634.4373

