



# Wisconsin Lions Camp

## Arrival and Departure Information for All Youth Sessions- except Diabetes

### Registration:

For a smooth registration process, and in order for us to safely care for your camper, you must follow all steps. As we did last year, our healthcare staff will make pre-check in phone calls the week prior to Camp to help speed along registration. This allowed us to shorten registration time for most families to under a half hour. Please check your confirmation email/letter for your arrival times. These are based on last name. If you cannot find your confirmation email/letter, the arrival times are listed below.

Sunday arrival: 1:00-4:00 PM

Arrival Time	Last name starts with
1:00-1:30	A-D
1:30-2:00	E-H
2:00-2:30	I-L
2:30-3:00	M-P
3:00-3:30	Q-U
3:30-4:00	V-Z

- We will have colored and numbered flags at each stop to make it easy to follow the process of arrival.
- At the front gate, you will be welcomed by a greeter who will check to make sure you are registered at Camp and are there at your scheduled time. Make sure to have your camper's luggage with you and remove any paperwork or medications you'll need for registration.
- Your luggage will be tagged in the center circle of grass in front of the trading post by staff, then they will assist you to place it by the cabin signs on the grass for the camper to pick up with a staff member at the end of registration.
- In front of the trading post, you'll be welcomed by our Support Specialists who will do multiple tasks.
  - Have you fill out a departure form with who is picking up the camper, what time they will be here, a contact number for that pick up person and whether or not to donate or refund the trading post balance.

- The camp wristband will be placed on your camper's wrist so all Camp staff will know who the camper is.
  - Any mail or other items you'd like given to your campers during the week by our staff team can be dropped off here.
- At the picnic table in front of the crafts building we will take a photo of each camper for risk management purposes. We will also ask if you would be willing to be interviewed during the week to help us tell the Camp story for fundraising.
  - If your camper has a special diet and needs to drop off food or consult with the kitchen, you will go into the dining hall to do so before going to the crafts building.
  - Next, a healthcare staff member will then do a head check for lice in the crafts building.
  - At the Health Lodge you will hand your file to our Camp Director Andrea.
    - If you have no medications, she will ask a few questions quickly.
    - If your camper has medication, she will send the parent/guardian in to drop those off with a licensed healthcare professional.
  - At this time, campers may go with their guardians to shop the trading post or campers will say goodbye to their parent/guardian and go with the staff person to get their luggage and head down to the cabin.

Please know that we will not allow parents/guardians to walk down to their camper's cabins or see the space on Sunday. It allows for campers and staff to begin getting to know each other and for the campers to take on the responsibility of unpacking and getting settled. Our staff will assist campers and get them orientated and settled into cabins.

### **Departure:**

Departure is a general time frame from 6:00 – 8:00 PM on Thursday nights. Campers will be eating supper from 5-6 PM, and then will move their luggage outside of the cabins in preparation for departure. Once that is done, we will have the departure process begin.

- At the front gate, you will be welcomed by our Support Specialists and must give them the carbon copy of the departure slip. If you do not have it, you will be asked to show ID. If you cannot do that, or the name does not match, our Camp Director, Andrea will be called to come verify that you are the correct pick up person.
- The Support Specialists will initial one corner and give the carbon to you to bring over to the health lodge.
  - If your camper had no medications, you will go to the no medication line. This is to check in and ensure that there were no health lodge visits during the week.

- If your camper has medications, you will go to the medication line, get the medications back, review the forms showing the medications given and sign an acknowledgement that you did get medications returned to you.
- The healthcare staff checking you out will initial the other top corner of your carbon copy of the departure slip and give it back to you.
- You will head down to the cabin to meet your camper, pick up their luggage and at that time, can see what the cabin space looks like.
- Once you see the staff person, you must give them the carbon copy of the departure slip before taking your camper and their luggage. This is our double check system to ensure campers go home with the right person.
- After this process is complete, if you and your camper wish to visit the Trading Post, you may do so. Please note that trading post accounts are closed on Thursday afternoon and the balance is donated or refunded at that time and cannot be used for purchases Thursday night.

Please give us a call at camp with any questions regarding this process. Thank you!