

Camp Manitowa 2017



Parent and Camper Information Handbook

How Can I Contact Camp Manitowa? 3

Packing List..... 4 - 5

What Not to Bring 6

Health and Data Forms 7

Medical Attention At Camp 8

Communication 8

Insurance 8

Medication 9

Lost & Found 10

Session Dates & Transportation 11

2 week extension 12

2 weeker pick-up 12

Camp Mail 13

Counselor Correspondence 14

Camp Visitation Policy and Telephone Calls 14

Bunking 14

A Typical Day At Camp..... 15

Fees & Dues 16

Open House 17

Directions To Camp 17

Bus Rules and Regulations 18

How to Contact Camp Manitowa

We strive to be accessible and available to families at all times. We want parents/guardians to feel comfortable getting in touch with Camp Manitowa staff about any issue or question that comes up before, during, and after camp. Please feel free to call or email camp directors Andy & Dan.

Camp Office

314-375-6766

campmanitowa@gmail.com

Camp Directors

Andy Brown, Owner/Camp Director

314-591-7771

andy@campmanitowa.com

Dan Grabel, Owner/Camp Director

314-348-6412

dan@campmanitowa.com

Winter Mailing Address

PO Box 16613

St. Louis, MO 63105

Summer Camp Address

12770 North Benton Road

Benton, IL 62812

Packing List

This is a suggested packing list for a 2 week session. Quantity may vary depending on your child. There will be one laundry day for each 2-week session. We do have laundry facilities on camp if a 1-week camper has a laundry need.



Clothing

- 10 t-shirts
- 1 bathrobe
- 7 shorts
- 1 pair shower thongs
- 3 long sleeve shirts
- 3 swimsuits
- 3 pairs jeans or slacks
- 1 sun hat/cap
- 2 sweaters or sweat shirts
- 1 warm jacket
- sunglasses
- 1 rain coat or poncho
- 10 sets of underwear
- 10 pairs of socks
- 2 pairs of pajamas
- 1 pair hard-soled shoes or boots for hiking
- 1 White t-shirt for tie-dying (or any other white item for tie dying)
- 2 pair khaki pants or shorts & 2 polo shirts for boys (suggestions)
- 2 casual dresses or skirts & blouse for girls

Bedding and Linens

- 2 sets of sheets (twin or cot size)
- 1 sleeping bag
- 1 warm blanket
- 2 pillow cases
- 1 pillow
- 4 towels
- 1 laundry bag

Toiletry Articles**

- Toothbrush
 - Toothpaste
 - Tissues
 - Soap/showergel/soapdish
 - Shampoo / Conditioner
 - Deodorant
 - Sunblock (minimum SPF 15)
 - Comb / Brush
 - Insect repellent (non-aerosol)
 - Feminine products (for girls, if needed)
 - Small bucket / shower basket / shower caddy (see shower caddy on page 25 of our Lands' End Camp Catalog) is helpful for carrying these items.
- Bathrooms & showers are not located in the cabins.

Miscellaneous Items

- Water bottle
- Hat
- Flashlight
- Batting glove for playing GaGa
- Camera
- Extra batteries
- Stamps
- Letter writing materials (stationery, envelopes, postcards, pen/pencil)

Suggested items

- Baseball Glove
- Binoculars
- Comics/Magazines/Good Books
- Musical Instruments
- Back Packpack
- Other items of interest to your child

Please do not send the following items to camp

**FOOD OF ANY KIND
JEWELRY
CELLULAR PHONES
ELECTRONIC GAMES
MONEY**

The following items are **ABSOLUTELY NOT ALLOWED** at camp

**KNIVES OF ANY KIND
WEAPONS OF ANY KIND
DRUGS OR ALCOHOL
ANYTHING OF SIGNIFICANT VALUE**

Let your child help pack so that he\she will know what is in his\her trunk or duffel bag. This will be extremely helpful in recognizing lost clothing. Attach a list of clothing articles to the inside of the trunk lid so that your child has a check-list when packing to go home.

Blankets and pillows may be packed in a duffel bag.

REMEMBER TO MARK ALL BELONGINGS

The importance of marking your child's name on everything brought to camp can not be emphasized enough. Permanent markers should be used on all personal items.

Camp Manitowa does not carry insurance to cover lost or stolen clothing or valuables.

HEALTH AND DATA FORMS

All campers must provide a signed medical report of a physician's examination done within the past two years and a complete health history. Both Forms are included in the parent packet.

Both completed forms (keep a copy of both for your records):

- Health History Form 1
- Camper Health-care Recommendations
by Licensed Medical Personnel Form 2

must be **returned to the Camp Manitowa St. Louis address, fax or email NO LATER THAN June 1, 2017.**

Camp Manitowa
PO Box 16613
St. Louis, MO 63105
fax: 314-685-2368
dan@campmanitowa.com

Please include detailed information of your child's physical, emotional and learning needs. We expect campers with chronic health concerns (e.g. asthma, allergies, etc.) to be capable self-managers and we will strive to support their efforts. For your convenience, these forms may be faxed to the camp office at (314) 685-2368 or scanned and emailed to dan@campmanitowa.com.

The camp healthcare coordinator will call if general questions about a child's health arise. The camp's scope of health care is limited to basic care of common human concerns (e.g. headache, colds, upset stomach, etc.) and supported by a combination of on-site and local physicians. Franklin County Hospital and clinic is located 4 miles from Camp Manitowa and will be used for emergencies or illness requiring a doctors medical attention.

We are sensitive to the fact that there are different ways to treat common health problems. If your child is susceptible to any common ailments, and you have identified treatments that your child responds well to, please include them on your health form.

MEDICAL ATTENTION AT CAMP MANITOWA

The Camp Nurse, Physician, and Camp Director formulate and supervise a well equipped Health Center and the program of health, hygiene, and accident prevention. Camp Manitowa maintains a Nurse who lives on site at all times. Should your child need any kind of medical attention, the nurse is fully qualified to attend to your child or seek advice from the physician. Camp Manitowa physician orders enable us to provide a limited number of common over-the-counter medications which we keep in stock at camp. In the case of an emergency or the need for a doctor's attention (when our camp doctor is not on site), Camp Manitowa will utilize the Franklin County Hospital and Clinic located 4 miles from camp.

COMMUNICATION WITH PARENTS OR GUARDIANS

Our healthcare staff will make an effort to contact you by phone if your child has a need for out-of-camp health care. We will call you with follow-up as well. Please make sure we know how to reach you during your child's entire stay at camp. When a child receives medical attention at camp for a routine problem, the nurse may call you about the problem, but generally does not. The decision to contact you is determined on a case-by-case basis. We routinely try to contact parents when a child has been confined to the Health Center overnight.

INSURANCE

There is generally no additional cost for health care your child receives in the camp Health Center. CAMP ACCIDENT INSURANCE is included in the total camp fee. This secondary plan covers what is not covered by the campers own insurance plan. Benefits cover most injury related fees up to \$1000. Parents sign a release when the child is registered which allows the Camp Director to take whatever first aid measures are necessary. Camp Manitowa's insurance DOES NOT cover illness or prescriptions. If your child is taken from camp to visit the doctor or hospital, the facility will charge YOUR insurance company. Please make sure that your insurance information is correct on the Health Form. If medication is prescribed for your child, you will be called so that arrangement for payment can be completed with the pharmacy, through credit card or insurance information.

MEDICATION

Camp Manitowa's practices regarding medication administration are guided by the parameters of the Illinois Nurse Practice Act and the health care standards of the American Camp Association (ACA).

The Camp Manitowa Health Care Coordinator will make every effort to collect medication before the start of camp. All medication not collected before camp must be given to the nurse or Camp Administration the morning of departure. This includes prescription, over-the-counter medication, and vitamins. At this time you will be asked to fill out a form asking questions about your child's health, exposure to communicable diseases, and medication to be taken at camp.

According to ACA standards, all campers' and staffs' medication is locked in the Health Center. The nurse distributes daily medication at routine times and maintains office hours during which medication is available. Exceptions are made for items such as inhalers and epi-pens which may be kept by the camper's counselor or a staff member who is with the camper.

Allergy shots will only be given by the resident camp doctor or at by a doctor at the Franklin County Hospital. Please communicate to your child that he/she will be leaving camp for their shot. Allergy shots will be given closest to their scheduled time.

Follow these guidelines when sending medication:

- 1) Only medication prescribed by a physician will be administered at camp.
- 2) Non-prescription medications should include a note about its use from your physician on our Health form.
- 3) Be sure there is enough medication to last for your child's entire stay.
- 4) Send the medication in its original pharmacy container with legible label. The label must show the camper's first and last name, the name of the medication, and instructions for its administration (dose, route, time, etc.). Ask your pharmacist to re-label a container which doesn't include this information.

Note that vitamins must also come in their original containers.

LOST AND FOUND

- We are aware of the fact that children lose things.
- Parents/campers should clearly mark ALL belongings with their full names written legibly. No initials please
- Lost articles will be displayed when found to all campers.
- Unclaimed articles will be sent to the St. Louis Camp Office after camp.
- After two weeks, all unclaimed items will be sent to a local charity.
- We ask that parents come to the office to look for their child's belongings.
- Our lost and found piles seem to grow every year. Please make sure that your child(ren) knows what has been brought to camp, so it can make it back home.

SESSION DATES AND TRANSPORTATION

The camping experience begins with the bus ride to camp. Round trip transportation to Camp Manitowa is available from St. Louis for 2 and 4 week campers for a \$30 one way fee. Campers registered for only 1 week will be offered one-way transportation from St. Louis to Camp Manitowa. Parents must pick up campers at the end of one week sessions. (see transportation schedule below)

The second is **Taste of Manitowa Camp**. As a camper at Taste of Manitowa, your child will participate daily in many camp activities and sports and everything Camp Manitowa has to offer except waterskiing and horseback riding. Taste of Manitowa Camp is priced significantly lower than a regular week of camp. Taste of Manitowa is August 1-7.

Rising ninth and tenth graders have the opportunity to attend a **Smoky Mountains Adventure Camp** June 20-26 and July 18-24. These 2 week sessions will include one week of leadership development at Camp Manitowa as well as a one-week adventure trip to the Smoky Mountains!

Summer 2017 Session Dates

All sessions available for campers entering grades 2 - 9 in the fall of 2017. Smoky Mountain Trips are for rising 9th and 10th graders.

Session 1: June 12 - June 25 (Round trip bus available)
 Session 2: June 26 - July 9 (Round trip bus available)
 Session 3: July 10 - July 23 (Round trip bus available)
 Session A: June 12 - June 18 (One way bus from St. Louis to camp)
 Session B: July 10 - July 16 (One way bus from St. Louis to camp)
 Smoky Mountains Adventure A: June 19-25
 Smoky Mountains Adventure Trip B: July 17-23
 Camp Nadav - Jewish camping: July 24-30
 Specialty Taste of Manitowa Camp: July 31-August 6

There is a one way bus fee for bringing kids to and from Camp Manitowa. This fee is part of the registration process. The transportation costs are \$30 one way. The bus will leave St. Louis at 8:00am from the Ladue High School parking lot 1201 S. Warson Rd., St. Louis, MO 63124. The bus will return from Camp Manitowa at 6:00pm at the Ladue High School parking lot.

2 WEEK EXTENSION

Every camper signed up for a 1 or 2 week session has the option to extend their stay at camp for another 1 or 2 weeks. We will contact you before camp starts to discuss if this is an option for your camper. If it is, we recommend talking with your child about this before they leave for camp. We will contact you 3-4 days into the session to discuss how your child is feeling about staying. If they express an interest in staying we would encourage a possible phone conversation between you and your child to confirm they want to stay.

PICK UP PROCEDURE

Pick up is at 2:00. Please arrive as close to 2:00pm as you can. If there are extenuating circumstances that might affect your arrival time, please contact the office.

Proceed into camp to the camp office located in the center of camp, just past the softball field. We will call your child to the office when you arrive.

There is a one way bus fee for bringing kids to and from Camp Manitoba. The bus taking kids back to St. Louis from Camp Manitoba only departs at the end of two week sessions. One week campers will need to have parents pick them up. The bus fee is part of the registration process. The transportation costs are \$30 one way.

CAMP MAIL

Camp Address:

Camper's Name
Camp Manitowa
12770 N. Benton Rd.
Benton, IL 62812

Camp e-mail address: campmanitowa@gmail.com

Campers receive their mail at a specified time each day. It is a highlight for them, so we encourage your family and friends to write often! Please write cheerful letters. A child should get at least one piece of mail per day. Please AVOID mentioning how much the child is missed. We have found that mentioning these things could contribute to homesickness.

Campers are strongly encouraged to write home three times each week. We do not read or censor letters; so please be mindful of the fact that children may sometimes complain or exaggerate a problem. Remember that their report is already a few days old. If you have any concerns, please contact the Camp Director at (314)-375-6766.

Please **do not send any packages of food or candy** of any kind! Packages will be opened by the camper in the office in front of a staff member. All food items will be donated to a local food bank.

Puzzles, books, magazines, comics, small games, stamps, stationery, film, and extra batteries make great "Care Packages." Please see "Sealed With A Kiss," <http://www.eswak.com/> who are in the business of putting together care packages and mailing them directly to your children. We have suggested them for the past several summers. The quality of items is excellent and campers who have received the packages have really enjoyed them.

Photos of campers will be regularly emailed to the email we have on file for the parents of the campers present during the session. The link in the email will take you to a password protected file for viewing campers. You will be given the password in the email.

COUNSELOR CORRESPONDENCE

Your child's counselor will be corresponding with you during the session. If there is anything that you would like to tell your child's counselor, please direct your questions to Director Dan Grabel, at (314)-348-6412 prior, during, or after camp.

BUNK ASSIGNMENTS

Bunk assignments at Camp Manitowa are arranged by grade level of the upcoming school year. Please contact directors Dan Grabel or Andy Brown about specific issues or requests.

TELEPHONE CALLS

You're encouraged to call either camp directors Dan Grabel or Andy Brown with any questions or concerns. We will make every effort to speak with you immediately or return your call as quickly as possible.

Please do not ask your child to call home. Campers do not have access to a telephone and it is contrary to helping a child adjust to being away from home and build a sense of independence and confidence. Campers are allowed to talk to parents in the case of an emergency.

**Please do not send your child with a cellular phone.
Cellular phone use is prohibited for campers.**

A TYPICAL DAY AT CAMP MANITOWA

- 8:00 - Flagpole morning ceremony. We're thankful for each new day.
- 8:15 - Breakfast - always a hot entree, cereal & milk and fruit
- 9:00 - Cabin clean up - everyone has a job on the work wheel
- 9:30 - Activity I
- 10:45 - Activity II
- 12:00 - Lunch – Veggie options and salad bar are always available
- 1:00 - Rest Hour in cabins
- 2:00 - Activity III
- 3:00 - Snack & cabin check in
- 3:15 - Activity IV
- 4:30 - Activity V
- 5:30 - Free time
- 6:15 - Dinner
- 7:00 - Evening Activity planned by counselors
- 9:00 - Wind down & prep for bed
- 9:45 - Lights out for younger campers
- 10:30 – Lights out for older campers

Each camper chooses four of her/his five daily activities. A day at Camp Manitowa is designed to provide campers with a healthy balance between structured activities and choice time. Our schedule allows campers to develop and master skills in certain activities they enjoy, meet and play with the entire camp community, and experience a high level of counselor instruction.

CAMPER FEES

Please contact the Camp Manitowa office at (314)-375-6766 with any questions concerning billing or camper fees.

Camper fees must be paid in full by May 1. Payment plans are available; please call Dan Grabel at (314)-375-6766

Camp Manitowa accepts personal checks, Master Card, Visa, or Discover. Payment can be made over the phone or by mail.

REFUND POLICY

Deposits are refundable up to up to May 1

If cancellation is made before June 1, ½ of tuition payment is refundable

If cancellation is made after June 1, there shall be no refund

If a camper is expelled for violating the Camp Manitowa Camper Behavior Policy, no refund shall be given.

If a camper goes home for extenuating circumstances we will refund the cost for days not attended. All refunds will be handled on a individual, case by case basis.

- Camp Manitowa reserves the right to refuse enrollment to any applicant. If the application is not accepted, the deposit and any tuition paid will be completely refunded
- Through the process of enrollment, you have given permission for Camp Manitowa to use your child's likeness in promotional material and other camp use. If you would prefer your child not be used promotional material or other use, please let the camp directors know and he/she will be omitted.
- Should your child attend camp and elect to return home in a different fashion than the bus you paid for him/her to be on, the fee will not be refundable.

OPEN HOUSE

We host a number of in home presentations throughout the year and are always willing to meet your child and your family in person at your house to discuss our program and facilities, and answer any questions you may have. If you would like a tour of the camp property please contact us to schedule a date and time that works for you.

DIRECTIONS TO CAMP MANITOWA

From St. Louis, MO

1. Take I-64 East for approx. 85 miles
2. After crossing Mississippi bridge, stay in right lane on I-64 (toward Louisville). Avoid left lanes to I-70.
3. Take I-57 South for approx. 15 miles
4. Exit at Sesser/IL 154 (Exit #77)
5. At stop sign, turn left onto 154.
6. At next stop sign, turn right onto State Road 37. Go approximately 2 miles.
7. Turn left onto Benton Camp Road.
8. Proceed 1 mile on Benton Camp Road to stop sign and into Camp Manitowa gate.

BUS RULES AND REGULATIONS

The bus ride to camp can be a wonderful part of your child's experience. We will provide a qualified bus counselor as well as an experienced bus driver to ensure your child's comfort and safety. Our bus counselor will teach the campers a few songs, and try to answer their questions along the way.

Our primary concern is the safe and efficient transportation of your children to and from Camp Manitowa. In order to assure this service, it is essential that you review the following rules and regulations with your child. All campers are expected to comply with these rules, otherwise, the safety of all persons aboard can be jeopardized.

The rules and regulations concerning bus service are as follows:

1. Eating and/or drinking is prohibited on the bus.
2. Very large objects are not permitted on the bus.
3. Campers must remain seated and facing forward while the bus is in route.
4. Any loud, boisterous behavior, fighting, shouting, or use of obscenities will not be tolerated
5. Heads, hands, arms, etc, and all objects must remain completely inside the bus at all times in order to avoid injury.
6. Campers must obey all instructions from the driver and/or bus counselor.
7. Campers must remain silent at all railroad crossings.