

CAMP WESTWIND

2016 CAMPER HANDBOOK

Congratulations and Welcome to Westwind! This Handbook provides essential information for Westwind campers, with a particular focus on what to bring, forms required, and transportation logistics for getting to Westwind. A great camp experience awaits each child, and reviewing this Handbook is a crucial step to insure everyone (parents included!) is prepared and ready for Camp Westwind.



CONTACTS

Camp Director

Janette "Pickle" Kunkel
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Business Manager

Sarah "Sassy" Keplinger
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GENERAL INFORMATION

Important Information about Your Camper's Health History Forms

All health history information is captured in our online registration system. We **DO NOT REQUIRE ANY PAPER FORMS**. If you registered for camp in the past you merely need to verify the information is still up to date. While it is possible to skip the form and complete it at another time we still require completion prior to your camper's session. This form is very important and ensures your camper is set up for a successful camp experience. Our online system will remind you automatically if you have any incomplete forms. If your camper arrives to camp with an incomplete form there will be a \$25 late fee and will be unable to participate in activities until their health history information is complete.

\$ Camp Store, Camp Westwind's camp store sells souvenirs such as t-shirts, mugs, hats, sweatshirts, and other souvenirs. We do not sell food, but Westwind has items like fresh fruit and PBJ fixings available. Each camper has an "account." When you register you may include an amount you would like them to be able to spend. We also will have the option to pre-order shirts/sweatshirts. Campers will receive them the first day of camp. We strongly encourage you to add store account money **BEFORE** your camper's session using your online account.

Camp Payments

Camp Westwind offers flexible payment options. You may make payments in whatever fashion suits your budget be that weekly, monthly, quarterly, etc. We do need to have camp paid for prior to attending. If you are in need of any financial assistance (even just partial fees) Campership applications are available online.

Emergency Contact

In the case of an emergency please call the camp office at **541.994.4591**

Transfers and Cancellations

We understand that plans change and you may have to cancel or transfer your reservation. There are costs incurred every time we cancel and transfer reservations. That is why our policy indicates a \$15 transfer fee and a sliding scale for cancellations. Please review the complete policy at: <http://westwind.org/camps/general-information/>

Mail

Campers love to receive mail but before you drop that note or pack- age in the mailbox please under- stand it often takes 3-4 days to reach camp. Alternatively, you could give it to the staff person checking campers in at the bus and we will make sure it gets to your camper. If you choose this option, please mark envelopes with a piece of paper with which day you would like it delivered. Include a return ad- dress. Please **DO NOT** send food -our critters can't keep their paws out of it...

The address is:
Camp Westwind
Session Name
Camper's Name
PO Box 408
Otis, Oregon 97368

BUS TRANSPORTATION

Important Information for Bus Campers

Please follow all traffic laws on PCC Campus, tickets are given by campus patrols. Please remember to drive SLOWLY as there will be a lot of excited kids near the bus.

Drop-off Procedures

- Campers must be registered for the bus, all health history information must be complete and all fees must be fully paid.
- Please make sure and send a lunch with your camper.
- Upon arrival you will proceed to the Check-In table where a staff member will meet you.
- At the check in table we will collect any medications (this includes over the counter medications and vitamins/supplements).

Pick-up Procedures

- The person who picks up your camper MUST have photo ID and be on the Authorized Pick-Up List. If you need to verify this list please contact the business office at 541.994.2383.
- Once the bus arrives there will be a roped area where your camper will wait until they have been paired with a parent/authorized pick up person. Please DO NOT cross this rope barrier or allow your camper to leave the area before they have been checked out. This is for the safety of all of our participants.
- Luggage is off-loaded while the rope area was set up. Please verify you have your camper's bag as many bags look alike.
- Please take a look at the lost and found pile that will be spread out in the parking lot.

Arrival and Departure Schedule

| Session | Start Date | Check-in at PCC Sylvania | End Date | Pick-up at PCC Sylvania |
|--------------|------------|--------------------------|-----------|-------------------------|
| 1 | June 19 | 11:30AM | June 24 | 2:00PM |
| 2 | June 26 | 11:30AM | July 1 | 2:00PM |
| 3 | July 7 | 11:30AM | July 12 | 2:00PM |
| Mini Camp | July 7 | 11:30AM | July 10 | 12:00PM |
| First Timers | July 10 | 12:30PM | July 12 | 2:00PM |
| 4 | July 17 | 11:30AM | July 22 | 2:00PM |
| 5 | August 14 | 11:30AM | August 19 | 2:00PM |
| 6 | August 21 | 11:30AM | August 26 | 2:00PM |

Directions to PCC-Sylvania: 12000 SW 49th Ave. Portland, OR 97219

Heading South on I-5

Take exit 295 (Capitol Hwy). At end of exit turn right on Taylor's Ferry Rd. Turn right on Capitol Hwy and follow it (it will become SW 49th) to PCC Sylvania. As you enter the campus turn left and proceed to lot #5. Look for the colorful signs!

Heading North on I-5

Take exit 294 (Barbur Blvd) and turn right on SW 60th. Follow 60th to Lesser and go right on Lesser. Campus entrance is 1/2 mile on the left. Follow entrance road around the perimeter of campus past the Visitor's Center to Lot #5. Look for the colorful signs!



CAR TRANSPORTATION

Important Information for Car Campers

Please drive SLOWLY and follow staff instructions, there will be many excited kids in the parking lot. Knight Park is a PUBLIC park. Please remain with your child at all times. No running or playing in the parking lot.

Drop-off Procedures

- Please park and bring camper luggage to the Westwind truck. DO NOT park in boat trailer spaces.
- Campers must be registered for the bus, all health history information must be complete and all fees must be fully paid.
- Upon arrival you will proceed to the Check-In table where a staff member will meet you.
- At the check in table we will collect any medications (this includes over the counter medications and vitamins/supplements).
- Parents are not permitted to cross the river, so don't forget the hugs and kisses at the dock!

Pick-up Procedures

- At pick-up you will be required to show picture ID to check out your camper. Look for a staff member with a clip board.
- If you are not going to be the person picking up your camper be sure to update your "Authorized Pick-Up" list on your camp account. Contact the business office at 541.994.2383 if you need assistance.

Arrival and Departure Schedule

| Session | Start Date | Check-in at Knight Park | End Date | Pick-up at Knight |
|--------------|------------|-------------------------|-----------|-------------------|
| 1 | June 19 | 2:00PM | June 24 | 11:30AM |
| 2 | June 26 | 2:00PM | July 1 | 11:30AM |
| 3 | July 7 | 2:00PM | July 12 | 11:30AM |
| Mini Camp | July 7 | 2:00PM | July 10 | 10:00AM |
| First Timers | July 10 | 2:30PM | July 12 | 11:30AM |
| 4 | July 17 | 2:00PM | July 22 | 11:30AM |
| 5 | August 14 | 2:00PM | August 19 | 11:30AM |
| 6 | August 21 | 2:00PM | August 26 | 11:30AM |

Directions to Knight Park

From Portland

Take I-5 south to Tigard/99W exit. Continue on 99W through Sherwood and Newberg. Take Hwy 18 and follow signs to Hwy 101. Take 101 NORTH for 1/2 mile then turn left on Three Rocks Road. Follow the road for about 3 miles to Knight Park. Make sure to leave enough time for summer traffic delays. Approximately 2 1/2 to 3 hours from Portland.

Late Arrival and Early Departures

The unique location of Camp Westwind is part of what makes camp so magical—it also makes accommodating late arrivals and early departures difficult. Your request for special accommodations for late arrival and early departure must be made to the Camp Director by email or phone and may require a fee with no guarantees.

Our refund policy stands, regardless of circumstances that may arise with little notice.



CAMPER PACKING LIST

- ☐ Water bottle
- ☐ Warm sleeping bag
- ☐ Pillow
- ☐ Jeans, pants or sweatpants (2-3 pair)
- ☐ Shorts (2-3 pair)
- ☐ T-shirts, long sleeved shirts
- ☐ Sweatshirts, warm sweater
- ☐ Underwear
- ☐ Socks
- ☐ Pajamas
- ☐ Sturdy shoes or boots for hiking
- ☐ Sturdy shoes for sand & water (flip flops are not recommended)
- ☐ Flashlight/Headlamp and extra batteries
- ☐ Warm jacket
- ☐ Waterproof rain gear (jacket/poncho)
- ☐ Swim suit
- ☐ Bath towel
- ☐ Beach towel
- ☐ Soap
- ☐ Shampoo & conditioner
- ☐ Comb/brush
- ☐ Sunscreen-VERY IMPORTANT
- ☐ Hat/Sun hat or visor
- ☐ Insect repellent Toothpaste and toothbrush
- ☐ Medications (in original containers, marked, with instructions)
- ☐ A set of shorts, t-shirt, shoes that can get really muddy – “mud mucking clothes”
- ☐ Small backpack for hikes/overnights Something White to tie dye (T-shirt, socks etc)

Extras for Teen Programs

- ☐ Large backpack with hip belt for a 2-day overnight trip Notebook/Journal
- ☐ Extra-warm sleeping bag

Optional for All Campers

- ☐ Camera (we recommend a disposable digital camera)
- ☐ Twin sheet to cover mattress

Packing Tips

Please label all belongings with your name - this helps facilitate the lost & found process.

Please DO NOT bring your packed items in a plastic garbage bag - this does not support our environmental mission.

Pack items in bags you can easily carry up a steep, sandy hill. Wheeled bags are NOT recommended.

A Note about Personal Care Products

Westwind is on a septic system and we need your help to keep it running properly. Please DO NOT use antibacterial soaps (the septic system relies on healthy bacteria to run properly), body washes and other products high in fats and proteins. There are biodegradable, castile, and other environmentally-friendly products available at most grocery stores.

Please DO NOT bring these items to camp:

- Electronic equipment you don't want damaged
- Weapons
- Any illegal substance
- Pets

Lost and Found!

Missing something? Please call the camp office at 541.994.2383 and we will see if we have it. If an item has been located, we will be happy to make arrangements for its return.

Westwind is not responsible for items which are lost, stolen or damaged. Do not bring items that cannot be easily replaced or that you consider to be expensive.