

# CAMP WESTWIND

## 2019 CAMPER HANDBOOK

**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

**Program Director**  
Laura "Denali" Chase  
503.927.9557  
Laura@westwind.org

**Business Manager**  
Sarah "Sassy" Keplinger  
971.409.5337  
sarah@westwind.org





# 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. Campers may not use cash during youth camps. 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 **541.994.2383**. We are also available by email.

### 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 package in the mailbox please understand it often takes 4-5 days to reach camp. If you would like to send mail we encourage you to give it to the staff person checking campers in at the bus or Knight Park 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. If mailing please include a return address. 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 and water bottle 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 mail and medications (this includes over the counter medications and vitamins/supplements). All medications must be in original containers and clearly labeled.

### 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.

## Arrival and Departure Schedule

Session	Start Date	Check-in at PCC Sylvania	End Date	Pick-up at PCC Sylvania
1	June 23	11:30AM	June 28	2:00PM
2	June 30	11:30AM	July 5	2:00PM
3	July 7	11:30AM	July 12	2:00PM
4	July 21	11:30AM	July 26	2:00PM
Mini Camp	July 21	11:30AM	July 24	12:00PM
First Timers	July 24	12:30PM	July 26	2:00PM
5	August 4	11:30AM	August 9	2:00PM
6	August 11	11:30AM	August 16	2:00PM
7	August 17	11:30AM	August 22	2:00PM

### Directions to PCC-Sylvania: 12000 SW 49th Ave. Lot 5 Portland, OR, 97219

- Please take a look at the lost and found pile that will be spread out in the parking lot.

### 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 Westwind 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 Westwind 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.
- All health history information must be complete and all fees must be fully paid.
- Upon arrival you will proceed to Check-In where a staff member with a clipboard will meet you.
- At Check-In we will collect any mail and medications (this includes over the counter medications and vitamins/supplements). Medications must be in the original containers and clearly labeled.
- 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 clipboard.
- 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 23	2:00PM	June 28	11:30AM
2	June 30	2:00PM	July 5	11:30AM
3	July 7	2:00PM	July 12	11:30AM
4	July 21	2:00PM	July 26	10:00AM
Mini Camp	July 21	2:30PM	July 24	11:30AM
First Timers	July 24	2:00PM	July 26	11:30AM
5	August 4	2:00PM	August 9	11:30AM
6	August 11	2:00PM	August 16	11:30AM
7	August 17	2:00PM	August 22	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

## Clothing

- Jeans, pants or sweatpants (2-3 pair)
- Shorts (2-3 pair)
- T-shirts, long sleeved shirts
- Sweatshirts, warm sweater
- Warm Jacket
- Underwear
- Socks
- Pajamas
- Waterproof rain gear (jacket/poncho)
- Swim suit
- Something White to tie dye (T-shirt, socks, etc.)
- A set of shorts, t-shirt, shoes that can get really muddy – “mud mucking clothes”
- Sturdy shoes or boots for hiking
- Sturdy shoes for sand & water (flip flops are not recommended)

## Sleeping

- Warm sleeping bag
- Pillow
- Twin sheet to cover mattress (optional, but recommended)

## Toiletries

- Bath towel
- Beach towel
- Toothpaste and toothbrush
- Soap
- Shampoo & conditioner
- Comb/brush
- Sunscreen-VERY IMPORTANT
- Insect repellent
- Medications (in original containers, marked, with instructions-must be turned in at Check In)

## Other

- Water bottle
- Flashlight/Headlamp and extra batteries
- Hat/Sun hat or visor
- Backpack for hikes/overnights
- Camera

## Extras for Teen Programs

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

## Packing Tips

- Please label all belongings with your camper's full 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.
- Remember coastal weather- it is typically 10+ degrees cooler than Portland. Please pack accordingly.

## 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:

- Electronics other than cameras (phones, tablets, music devices, etc.)
- Weapons
- Any illegal substance
- Pets

\*Devices brought to camp or on the bus for entertainment will be checked in on the first day and checked out on the last.

## Lost and Found!

Email [info@westwind.org](mailto:info@westwind.org) to schedule a time to find your belongings. Our final lost and found pick up will be on Saturday September 14<sup>th</sup> 9am-12pm at the Portland office. 825 NE 20<sup>th</sup> Suite 310 Portland, OR 97232

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.