



“Preparing For Summertime Magic”

A Parent Handbook to Resident Camp
Pilgrim Center



Dear Parents and Guardians,

Thank you for the opportunity to be a part of your family's life this summer! For many years, United Church Camps Inc has given children and families the experience of a lifetime – a place where we love God, all others, and the earth by providing Sanctuary, practicing Hospitality, and performing Ministry. Our commitment to our guest is to create environments of safety, exceptional programming, and a strong sense of community throughout their stay; as well as provide a welcoming space for spiritual journeys.

Inside of this Parent Handbook you will find a variety of resources that you might find helpful as you plan for your camper(s) stay at Pilgrim Center. You will find a Registration Checklist which will explain how first day of camp registration will go when you arrive at camp, Driving Instruction to Camp, Pilgrim Center (Hogwarts) Summer Packing List, and directions for Medical Documentation. Please read over each one of those section so you can be best prepared for your magical week at Hogwarts....oops I mean Pilgrim Center.

In addition to this Handbook, please check out our Resource section on our website (ucci.org/resources). This section has a wide variety of resources that can assist you as you plan your stay at one of our three sites.

Please bookmark our website(ucci.org) and do not hesitate to call (920-745-4746) if you have any questions or concerns. Thank you very much for sharing your child and family with us this summer!

Blessings,

Judnard Henry

Programming and Hospitality Manager

Chris Harmsen

Operations and Facilities Manager



Registration Checklist

Dear Campers,

We are so excited to see you at Pilgrim Center very soon! We will have several different camps arriving on the same day. In order to move registration along as quickly as possible, we have staggered the arrival times for the different camps. You can find a reminder of your check in and check out times on the attached email. It will also help us immensely if you are able to complete as much as possible online; however, we will have opportunities to complete this paperwork at camp.

To help expedite registration we have created two checklists. Please look for your particular type of camp (& Me Camps and Youth Camps) for the appropriate checklist to follow:

Before Leaving Home

& Me Camps And Youth Camps

- Visit your registration account to review your registration and liability forms and make sure your 2017 Medical Health Form is up to date. Please also complete the Medications Tab under your registration account. The directions are attached. Please leave over the counter medication (unless for daily use) and band-aids at home. This makes it easier for our health center documentation.

Youth Camps Only

- Pay your Registration Balance. Speed up your registration by paying your account balance through our registration program. Final payment can also be accepted at registration.
- Make a Camp Store Deposit. You can deposit money into your camp store account through your registration account. Deposits can also be made during registration. Popular camp store items include white tie dye t-shirts (\$10), water bottles (\$15), sunglasses (\$5), and sweatshirts (\$30-\$40). Accounts with less than \$5.00 (or more if requested) will go to our mission offering at the end of the week; otherwise monies will be returned to campers.
- Leave Your Cell Phone at Home. We try very hard at Pilgrim Center to create an intentional faith community, and we find that this community is formed more easily without the distractions of social media. If you would like photos of your camp experience, we would suggest that you purchase an inexpensive disposable camera (we also sell these in the camp store) and follow us on social media on Twitter (@pilgrim_center), Instagram (@pilgrim_center), and Facebook (United Church Camps, Inc.) so that you can see all the amazing pictures we take of your camp. We will permit portable music players in the cabin only, but, again, these need to be separate from your phone. If campers accidentally arrive at camp with a phone, it will be collected and safely stored in the locked office for the duration of camp.

During Registration

When you arrive at Pilgrim Center, please leave your luggage in the car until after registering and bring the following items with you to registration in Lakeview Hall (previously known as Norenberg Lodge):

& Me Camps and Youth Camps

- Registration Balance. Final payment will be accepted at registration if you are unable to complete it online.
- Change for Change. The Growing Tree for the Campital Campaign, where you can donate your change to help grow camp, will be at registration. The tree also has pine cones with a variety of donation opportunities for you to help sponsor our ministry.

Youth Camps Only

- Money. Any money that you bring to camp will be held in the camp store during the week. We recommend that you deposit electronically, but if you decide to bring cash instead, it will be collected at registration. Our most popular camp store items are white t-shirts for tie dye (\$10), water bottles (\$15), sunglasses (\$5), and sweatshirts (\$30-\$40). All camp store money will be returned at the end of the week, unless the amount left over is less than \$5.00. Amounts less than \$5.00 will be given to our mission offering.
- You will also have the opportunity to donate to the Scholarship Fund offering.
- Campers are asked to leave cell phones at home. We try very hard at Pilgrim Center to create an intentional Christian community, and we find that this community is formed more easily without the distractions of social media. If you would like to see pictures, we would suggest that you follow us on Facebook, Instagram, and Twitter (under United Church Camps Inc.) so that you can see all the amazing pictures we take of your camp. If campers accidentally arrive at camp with a phone, it will be collected and safely stored in the locked office for the duration of camp.
- Medications. Bring your prescription AND over the counter medications in their original bottles with you to registration to be collected. These prescriptions need to be documented online prior to arrival. We ask that you leave over the counter medication at home unless it is something specific that we may not have in our health center. Any over the counter medication (including bug bite remedy, ibuprofen, and vitamins) you bring also needs to be documented online prior to arrival and turned in at registration.

We can't wait to see you here at camp!



Driving Directions

Driving Directions to Pilgrim Center

FROM RIPON:

Follow Highway 23/49 west out of Ripon. Proceed to the point where Highway 49 turns right, approximately 5 miles west from the edge of Ripon. At that intersection turn left onto County A. Proceed 2.9 miles south on County A. Turn right onto Spring Grove Road. Pilgrim Center is 1/4 mile on the right.

Please note: For our camper's safety please note the speed limit on Spring Grove Rd is 25 MPH.

FROM PRINCETON:

Follow Highway 23 east out of Princeton approximately 9 miles to County A. Turn right on County A and travel approximately 2.9 miles to Spring Grove Rd. Turn right on Spring Grove Road. Pilgrim Center is 1/4 mile on the right. **Please note: For our camper's safety please note the speed limit on Spring Grove Rd is 25 MPH.**

FROM MILWAUKEE:

Take Highway 41 north to Fond du Lac. Take Johnson Street exit, turn left (west) onto Highway 23. Proceed west through Rosendale for approximately 4 miles. Turn left (west) on County KK. County KK becomes County K at the Fond du Lac county border. Follow County K to County A, turn right (north). Proceed 1/2 mile to the bottom of the hill, turn left on Spring Grove Road. Pilgrim center is 1/4 mile on the right. **Please note: For our camper's safety please note the speed limit on Spring Grove Rd is 25 MPH.**

FROM MADISON:

Take Highway 151 north out of Madison. Turn north on Highway 73 (approximately 24 miles out of Madison). Turn right on Highway 44. Proceed through Markesan on Highway 44. Approximately 5 miles east of Markesan turn left on County A, proceed 5.1 miles. At the bottom of the hill turn left on Spring Grove Road. Pilgrim Center is 1/4 mile on your right. **Please note: For our campers safety the speed limit on Spring Grove Road is 25 mph.**





Pilgrim Center (Hogwarts) Summer Packing List

Pilgrim Center is a Magical place to be for the summer but it can be even more magical than Hogwarts if you're well prepared. Here are a few things that you may want to pack to ensure that you experience all the magic a week at Pilgrim Center can bring. Since you will be living in community with others we would recommend you mark your belongings with a permanent marker or label.

- **BEDDING:** Sheets (twin sized) and a blanket or sleeping bag and a pillow
- **Personal Care Items:** toothbrush, toothpaste, soap, shampoo, deodorant, bath towel, washcloth, and "other necessities"
- **Clothing:** The days are usually warm but nights and rainy days can be quite cool. Casual clothing, such as jeans, shorts, and long and short sleeve shirts. Bring layers for those colder days (sweatshirt, light jacket). Don't forget regular changes of underwear, socks and sleepwear (e.g. pajamas). **Close-toed shoes** that are appropriate for running and playing **and** an old pair of sneakers that you don't mind getting wet or muddy
- **For The Lake and Water Activities:** Swimsuit(s), towel, sunscreen, and **Swim shoes are required.** We have Zebra mussels in our lake and we don't want your feet to get cut.
- **For The Great Outdoors:** Rain apparel, Insect repellent, Flashlight with fresh batteries (Night Hikes)
- **Cabin/Rest Hour Supplies:** Stuffed animals, favorite book, Letter writing stuff— stamps and postcards are available to purchase at camp, camera. We allow personal music players (such as iPods, and other MP3 players) in the cabins during rest hour and bedtime but these players need to be separate from your phone.

Items not to bring!

- Skateboards, Roller blades, Mini Bikes
- We strongly discourage wearing flip flops around camp. If you could leave those at home we would appreciate it.
- Junk food or snacks (Skunks, possums, and raccoons are only cute in wild not a in cabin so leave the snack at home)
- Pets (Sorry unlike Hogwarts no animal companion are allowed)
- Personal valuables. Too many things are left at camp, ruined in the rain, or lost on our many adventures. Aside from the list above, we have everything you need during your stay at camp.



Medication Documentation

This year UCCI will be utilizing your on-line registration account to track medication intake and dispensing. Therefore, if your camper will require ANY medication while at camp (including but not limited to: over the counter allergy meds, ibuprofen, prescription meds and bug bite remedies) please follow the directions below to enter medication and dispensation instructions below. If this form is not completed prior to your arrival at camp, you will be asked to complete it during the registration process. This may delay your progress through registration.

Step 1:

Log in to your family's registration account (where you registered for camp and completed Health and Immunization forms).

Step 2:

Click on the name of the child for whom you are entering medication.

Step 3:

Scroll to the tab that says "Medications". Click the "Plus sign" on the far right-hand side of the page.



Step 4:

Click the hyper-link that says "Manage Medications"

Medication Documentation

Step 5:

Fill out the "Medication Name" and "Dosage" boxes.

Step 6:

Using the dropbox please indicate the method (route) of administration.

Step 7:

Complete the "Schedule" and "Reason for Medication" boxes

The screenshot shows a form titled "Add a Medication". It contains the following fields and sections:

- Medication Name:** A text input field with a red asterisk, indicated by a yellow arrow labeled "Step 5".
- Dosage:** A text input field with a red asterisk, indicated by a yellow arrow labeled "Step 6".
- Route:** A dropdown menu currently showing "Oral", indicated by a yellow arrow labeled "Step 6".
- Schedule:** A table with columns for "Time", "All Days", "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Dosage", and "Time". Rows include "Breakfast", "Lunch", "Dinner", "Bed Time", "As Needed", and "Other Time". Each row has checkboxes for days and input fields for dosage and time, with a clock icon on the right. A yellow arrow labeled "Step 7" points to the "Bed Time" row.
- Reason for Medication / Comments:** A large text area at the bottom.

Step 8:

Click "Save Medication"

Repeat steps 5-8 for EACH MEDICATION that your child will bring to camp.

Once all medications are entered proceed to Step 9.

Step 9:

Scroll down and review the "Current Medication" chart. If you need to make changes click "Edit" on the far right side of the page in the section corresponding to the medication that needs changes. Please ensure that all information is accurate and complete including the time meds are to be dispensed.

Step 10:

Once the "Current Medication" chart is accurate, click the "Done Entering Medications" button.

Please call (920-745-4746) if you have questions or concerns about this process!

Thank you for your help implementing this new process!

