



Parent Handbook 2016



Parent Checklist

- **First Payment (Due March 1)** _____
- **Second Payment (Due April 1)** _____
- **Final Payment (Due May 1)** _____
- **Spending Account Deposit** _____
- **Travel Plans Finalized** _____
- **Pre-Camp Questionnaire** _____
- **Health Form** _____
- **Trip Permission** _____
- **Riding Permission** _____



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Grand Rapids, MN**

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TABLE OF CONTENTS

Welcome to Camp Mishawaka

Dear Parents and Guardians,

I am delighted that you have decided to make Camp Mishawaka a part of your family's summer plans. The traditional camp experience offered at Mishawaka aims to provide more than just a pleasant diversion for the summer. Of course, the 30 land and water activities are designed for fun, but along the way, our goal is to help our campers become better citizens.

Camp Mishawaka for Boys and Camp Mishawaka for Girls are ideally sized to allow us to devote close attention to each camper's experience. The atmosphere is very familial, and each staff member knows not only the campers in his or her cabin group, but in the entire camp. For the most part, the programs run separately, though we do share many of the same facilities. Our goal is to provide an opportunity for boys to be boys and girls to be girls in a healthy way.

The safety of each camper is our highest priority. To help ensure that your child's experience is a positive one, we outline Camp Mishawaka's policies and practices in the pages that follow. In this Parent Handbook you will find information regarding transportation, healthcare tips, packing information, contact information, tripping opportunities, as well as other pertinent items.

To help us in ensuring that we are able to meet your family's expectations, we have requested that several forms be returned to us. I realize that there is a fair amount of paperwork involved, and I appreciate your help in this matter. Please feel free to contact me or any of our office staff at anytime if you have any questions, or if we may be of any help.

2016 marks Camp Mishawaka's 107th summer, and whether this is your first or eighth summer with us, we look forward to having your child at camp this summer!

Sincerely,

Steve Purdum
Owner and Executive Director

Mission Statement.....	6
Accrediting Agencies, Memberships and Leadership.....	7
Overview.....	8
Daily Program and Schedule.....	10
Activities Offered.....	12
Trip Descriptions.....	13
General Information.....	15
Opening and Closing Days.....	15
Clothing, Bedding and Laundry.....	15
Feedback from Parents.....	16
Housing.....	16
Lost and Found.....	17
Parent Visitation.....	17
Mail and Communications.....	17
Meals.....	18
Spending Money.....	19
Change-Over.....	19
Worship Opportunities.....	19
Packing List.....	20
Policies.....	21
Attendance.....	21
Illegal substances, Tobacco and Alcohol.....	21
Inappropriate Behavior/Early Dismissal.....	22
Refunds.....	22
Staff Hiring Policies and Procedures.....	23
Being Away from Home.....	24
Suggestions on how to make Mishawaka a positive experience	
Health Care at Camp Mishawaka.....	25
Staff.....	25
Health Form.....	26
Medication.....	26
Communication with Parents and Guardians.....	27
Health Care Charges.....	27
Personal Health Needs.....	27

Transportation

General Guidelines.....	28
Travel by Plane.....	28
Airline Regulations.....	29
Travel by Chartered Bus.....	30
Travel by Car.....	30
Driving Directions.....	30
Area Accommodations.....	31
Camp Mishawaka Administration.....	32
Fee Information.....	34

Notes:

Camp Mishawaka

We Believe:

- That physical and emotional safety is critical to the camp experience.
- In the value of a supportive camp community, characterized by humor, joy, healthy boundaries and respect for one another, and is made up of personal connections, in which each camper can be known by staff and administration.
- That nature provides a unique environment in which campers and staff can thrive.
- That a camp experience should provide opportunities for learning, growth, appropriate risk-taking and leadership development.
- In the value of a rustic environment.
- In the benefits of an extended residential camp experience- and that campers grow when they attend sessions that are as long as they are capable of attending.
- That the creative distance from home and family, offered by Camp Mishawaka, provides a unique opportunity to develop autonomy and identity.
- In the value of a diverse camper and staff community.
- In providing a wide range of activities from which campers can choose.
- In fostering a sense of accomplishment for each camper.
- In honoring the faith families place in Mishawaka.
- That the well-being of the staff is critical to the well-being of the camp.
- In the importance of tradition, along with the ability to embrace change.
- In the value of the balance between a single-sex environment and co-ed activities.
- In the value of structured activity and unstructured play.
- **It is the Purpose of Camp Mishawaka to:**
Make a positive impact on the lives of campers that lasts a lifetime.

Accrediting Agencies, Membership and Leadership

Camp Mishawaka strives to maintain professional standards in all areas of our operation. Camp Mishawaka is accredited by the American Camp Association, having met their standards for personnel, administration, program, facilities, health and safety, and transportation.

In addition, the Minnesota State Health Department conducts an annual inspection of the site and facilities. Camp Mishawaka is also in full compliance with all directives of the State Fire Marshall. Staff members responsible for waterfront activities are trained as American Red Cross Lifeguards with CPR and First Aid Certification. All staff are trained in basic First-Aid, and each activity leader has demonstrated the ability to manage each program in a safe manner.

The Directors and Counselors of Camp Mishawaka bring a broad range of experience to their positions. Many staff members are former Mishawaka campers. We are also proud that many of our staff serve as teachers and school counselors during the academic year. The administration is actively involved with the American Camp Association and take part in frequent in-service trainings.



Camp Mishawaka for Boys Camp Mishawaka for Girls

Camp Mishawaka is a Brother/Sister camp that is structured to allow time for boys to be boys and girls to be girls. While some programs and traditions are combined, each camp maintains its own unique identity and traditions.

The cabin group of 5 to 7 campers is the core of camp life, and each cabin counselor is charged with the duty of monitoring the health and activities of each camper. Most activities take place in a single sex environment. From time to time, activities are combined to take advantage of a unique staff ability. The two camps also collaborate on the Big-Show at the end of each four-week session.

The Boys and Girls share the Dining Hall, though table seating is separate. The two camps gather two times a week in the evening for mixed games and activities. Sundays are mixed days and are comprised of sailing races, tennis matches and a variety of other activities.

Mishawaka maintains a distinction from a co-ed camp by structuring a program that values the growth and achievement that can occur in a single sex environment. See the Program section for more information about each camp's activity programming

Age Groups within each Camp

The Boys Camp is divided into three age groups. **Belding** for boys 8-11, **Mulford** for 12-13, and **Gould** for 14 and 15 year-olds. Campers who are 16 and have completed 10th grade are eligible to become a Counselor-in-Training (CIT). See more about this program under the Administration and Staff section.

The Girls Camp is divided into two age groups; **Parkside** for girls 8-12 and **Valley** for Girls 13-15. Like the Boys Camp, Girls who are 16 and have completed 10th grade are eligible to be selected as CITs.

In recent years, due to a large number of 12 year old girls, we have designated **Sonie** cabin to house much of this age group. This allows us to meet the needs of young women who are anxious to distance themselves from the youngest group but are not quite ready to be a teenager.

Sessions

Mishawaka offers two, four, six and eight week sessions. The summer is divided into two four-week halves. The first two-week session is the first two weeks of first half. The second two-week session is during the first two weeks of second half and the third two-week session is during the last two weeks of second half.

The two week sessions are designed to be an introduction to traditional residential summer camping, and as such, is best for campers under 12 or first-time campers. Historically, Mishawaka sessions have been based on the rhythms of a four-week time period. Most of the extended tripping opportunities are available only to those who stay four weeks or longer. We have found that a stay of four weeks provides for much deeper friendships, skill development and growth experiences.

Each session runs very much like the next, and parents and guardians should let their family and school schedule dictate which session a child attends. The local weather is often a question when choosing a session, though recent patterns have not shown a discernible difference between the sessions.

Traditions and Awards

Mishawaka for Boys was founded in 1910 and the Girls Camp was started in 1963. Both camps have a rich history of traditions that guides daily activities and gives Mishawaka its unique character.

One of the oldest of these is the tradition of the tribes. Every summer, each camp is divided into two teams or tribes. A balanced, fun competition weaves throughout activities in the summer. Over the years it has proven to be a wonderful way to instill spirit, provide the framework for healthy competition and encourage team-work. The tribes are led by the Counselors-in-Training and the competition culminates in a swim and track meet at the end of each half.

We borrow the names of real Native American tribes out of respect and endeavor to honor their legacy in our traditions.

At the final campfire on the night before each session ends, campers are presented with a plaque that details their advancements and achievements. Awards can range from Honor Cabin for keeping a clean cabin, to swimming levels passed.

When applicable, campers are awarded certification cards from national organizations such as the Red Cross, US Sailing or the Camp Archery Association.

Daily Program and Schedule

The Program for each camp strives to maintain a balance between the comfort and assurance that routine can foster and the fun and excitement that spontaneity brings to each day. Campers choose their own activities and may wish to concentrate their efforts in two or three areas or sample a wide variety.

Mishawaka for Boys

8:00	Reveille
8:30	Breakfast
9:15	Cabin Clean-up/Store
9:45	AM Activity Period
10:45	All Camp Game
11:45	Free-Swim Period
12:30	Sign-up
1:00	Lunch
1:45	Rest Period
2:30	First Period
3:45	Snack
4:05	Second Period
5:20	Free-Swim Period
6:30	Dinner
7:45	Evening Activity
9:15	Lights Out Belding
9:30	Lights Out Mulford
9:45	Lights Out Gould

Boys choose two First Period AM activities in two week blocks. One runs MWF and the other TTS. Morning activities might include, among others, fishing, crafts, basketball or other land sports, campcraft, sailing, climbing, drama or nature study.

During the second morning period, the Boys Camp gathers for a choice of large group games. Those who wish to train for a sport have the opportunity to do weight training or jogging at this time.

Boys sign up for the two afternoon activity periods on a daily basis. Instructional swimming and other waterfront activities such as skiing, tubing, and sailing are offered at this time. Other core activities offered in the afternoon include archery, air-rifle, horseback riding, tennis, biking to name just a few. Sign-up is on a rotation basis, so each camper gets his chance to sign up first.

Evening activities might consist of large group games, open waterfront, a paddle on the lake, or special activity. Once a week the boys have a campfire and on Saturday night, it's show time for cabin skits and sketches. Depending on the weather, the boys usually watch a movie one night a week. On nice days, the day comes to an end with a dip in the lake before bed.

Mishawaka for Girls

8:00	Raising Bell
8:15	Flag Raising
8:30	Breakfast
9:15	Cabin Clean Up
9:45	1st Morning Period
10:55	2nd Morning Period
12:15	Morning Meeting Sign-up for PM activities Singing
1:00	Lunch
1:30	Rest Period
2:30	1st Afternoon Activity
3:45	Snack
4:05	2nd Afternoon Activity
5:15	Free Swim/Store
6:30	Dinner
7:30	Evening Activity
9:15	Lights Out Parkside
9:45	Lights Out Valley

Girls sign-up for AM activities on a two-week basis. There is a Monday, Wednesday, Friday schedule and a Tuesday, Thursday, Saturday schedule. This allows the girls to follow four different classes in the morning throughout the week. Each girl is placed in the appropriate swim level as determined by the waterfront director. The core of instructional activities takes place in the morning for the girls. After the morning classes, the girls meet to sign up for the afternoon activities and sing camp songs.

Girls sign up for afternoon activities on a daily basis. Often times the afternoon offerings include special activities planned just for the day. There is also a wide variety of waterfront activities generally offered in the afternoon. This schedule has offered the girls the best of both worlds by providing continuity in the morning and flexibility in the afternoon.

Evening activities for the Girls Camp might consist of a cabin group activity, a special camp game, open waterfront or a campfire. A quick dip in the lake before bed marks the end to many days.

Daily Routines

Campers are expected to clean their cabins and make their beds each day. A walk through inspection is conducted and campers are able to earn awards for keeping a clean area. Campers also set tables as part of a service committee rotation.

Throughout the daily schedule there is time allowed for transition between activities and before meals. This supervised down time, especially before and immediately after meals, is designed to give campers time to catch their breath. This is a popular time for a game of ping-pong, tether-ball, four-square or chess. It is our goal to keep campers occupied and engaged, without over-programming them.

Activities Offered

Camp Mishawaka offers a wide variety of land and water activities. Many of them are instruction-based, with a progressive level of advancement. A number of activities are centered on fun and enjoyment, though the opportunity for learning from these activities is always present.

The list below is not meant to be an exhaustive list of all that Camp Mishawaka offers in a summer. Rather, it is a list of the core activities. From time to time we are able to complement this list when we have a staff member with a particular interest or skill.

Swimming
Swim Instruction (American Red Cross)
Sailing (US Sailing)
Canoeing
Tennis
Soccer
Archery
Air Riflery
Horseback Riding
Drama
Water-skiing
Tubing
Mountain Biking
Arts and Crafts– wide variety
Pottery

Nature Study
Boating
Kayaking
Newspaper
Baseball
Basketball
Fishing
Snorkeling
Camp Craft Skills
Ropes Course
Climbing Tower
Overnight Camping
Extended Wilderness Tripping
Basic Gymnastics
Physical Fitness
Backpacking
Sauna

If it is your desire that your camper concentrate on a particular skill or activity, we encourage you to note this on the Parent Questionnaire.

Because so many of the waterfront activities require a basic proficiency in swimming, every new camper is tested on swimming skills during the opening orientation, and each camper is placed in the appropriate class.

Tripping and Camping at Camp Mishawaka

Camp Mishawaka has a long history of camping and extended wilderness tripping. Overnight and short camping trips are incorporated as a part of the regular program. For those who wish to take a longer wilderness trip, there is an additional fee.

First year and two week campers are often introduced to overnight camping during a canoe trip to Bob-A-Doc, a camp-owned island just a short paddle or boat ride from the shores of Mishawaka. In recent years we have also taken over-night trips on the Mississippi River and on lake-side campsites in the nearby Chippewa National Forest.

Campers come to Mishawaka for 2, 4, 6 or 8 weeks, and trips are integrated into the session. Campers 12 and older, who stay 4 weeks or longer, have the opportunity to take an extended trip. Two week campers who are 12 and older have several shorter options. There are a number of trips available as a part of the regular program; the ones listed below do generate additional charges.

Prior to arrival, parents complete a trip permission form that also lists associated costs. Trip rosters are determined after arrival at camp. Every effort is made to match campers with their first choice and appropriate challenge. Please indicate preference on the trip permission form.

Trips available for 2, 4, 6 & 8 week campers 12 yrs and older

Lake Winnie Fishing– This is a one or two day launch fishing trip on nearby Lake Winnibigoshish, one of the finest fisheries in the state. The catch can include jumbo perch, walleye and northern pike. This trip is often combined with an overnight in the nearby Chippewa National Forest.

Trips available for 4, 6 & 8 week Campers 12 yrs and older

Boundary Waters Canoe Trip & Introduction to the BWCA - The Boundary Waters Canoe Area (BWCA) is a vast wilderness region of lakes, rivers and forests along the Minnesota/Canada border. The BWCA offers the opportunity for canoeists to paddle in the wake of the French Voyagers who traveled these routes over 200 years ago. View bald eagle, beaver or moose and develop a special camaraderie with fellow campers during this trip.

Introduction to the BWCA - This 3-4 day trip is designed for younger campers going on their first trip. This trip serves not only as an excel-

lent introduction to canoe camping, but to wilderness camping in general. Campers assist setting up camp, cooking meals and learn navigation skills.

BWCA - This longer 5-7 day trip follows a more expansive route and explores secluded areas of the BWCA. Camper's hard work is rewarded by scenic campsites and abundant wildlife. Each trip includes 2 staff members and up to 7 campers.

Lake Superior Hiking Trail - This 3-4 day trip is ideal for hikers of all skill levels, including first-time backpackers. The highly regarded Superior Hiking Trail follows the ridgelines that parallel the shores of Lake Superior. The trail passes through varied terrain, crosses numerous streams, and offers great views of Lake Superior as well as inland meadows, valleys and waterfalls. Sightings of wildlife have included deer, fox, beaver and moose. Two counselors lead 5-8 campers on this trip.

Extended Backpacking Trip - Recently this trip has been to either Isle Royale National Park or the Porcupine Mountains in Michigan. Either way, this 5-6 day trip offers wonderful hiking in beautiful and rugged settings. Campers will carry all their gear through pristine woods and have the opportunity to view wildlife in its natural habitat. Both destinations offer spectacular views that are worth the work it takes to get to them. Two counselors lead 5-8 campers on this trip.

Apostle Islands Sailing Trip - This exciting and challenging trip puts 6 campers, a Mishawaka counselor and a Coast Guard Certified Captain aboard a 40 foot boat for 3-4 days of sailing on Lake Superior. The group sails around the Apostle Islands National Lakeshore, and the campers operate the craft under the supervision of the Captain. A desire to learn to sail is required as the campers will be working on all aspects of seamanship and navigation.

From time to time, other tripping opportunities arise. You will be contacted for permission if these trips involve additional charges.

General Information

Opening and Closing Days

Most campers who come from outside Minnesota fly to the Minneapolis/St. Paul International Airport and continue to camp via chartered coach. Campers are met at their gate of arrival by a Camp Mishawaka staff member. On departure days, our staff checks campers in and accompanies children to the departure gate and remains there until the plane takes off. Please refer to the Transportation section for complete information regarding airline travel.

Those who elect to drive to Mishawaka should plan on dropping their camper off between 2 PM and 5 PM on the opening day of the session. Parents or Guardians should stop at the camp office to check in and receive cabin assignments and further instructions. Parents are invited to stay for a tour of the campus before leaving.

There is a campfire ceremony at the end of each session and parents are welcome to join us for this. Please call the office to let us know if you plan on attending. 218-326-5011

Clothing and Bedding (See also the packing list on page 20)

Camper laundry is sent out once a week. Campers should bring enough clothes to last the week. **It is important that all items of clothing be labeled with the campers names to help prevent lost items.**

Minnesota enjoys a wide variety of weather conditions in the summer. On an ideal day, campers start the day with a sweatshirt or light jacket, wear shorts and a t-shirt throughout the day, and put the sweatshirt back on in the evening. Average temperatures range from lows in the 50's to high's in the 90's. It is important that campers come with good rain-wear in the event of inclement weather.

Campers are very active and this is often very hard on clothes. We do not recommend that campers bring fine clothing or items that require special cleaning. Though there is no formal uniform or dress code, please do not pack clothing with inappropriate or offensive language or slogans. Camp Mishawaka reserves the right to ask campers to change clothing that is offensive or overly revealing.

Please refrain from over-packing. Shelf space is often limited. The suggested packing list is designed to give campers all the clothing they need for the time at camp. Please do not pack items not included on this list. We suggest that campers bring no more than two duffel bags or suitcases to camp. There is no need to purchase a trunk or footlocker.

Campers often choose to bring one nice outfit for the final banquet at the end of each four-week half.

Bedding is provided to each camper. It includes sheets, pillow and case and three wool blankets. Campers sleep on single mattresses, and if they choose, may bring their own bedding. Please make sure all bedding is clearly marked with name.

Campers are encouraged to bring a sleeping bag for extended camping trips. Sleeping bags are not to be used in the cabins.

Feedback from Parents

Camp Mishawaka values input and feedback from parents, and it is used to improve the program each year. We welcome phone calls to the Camp Director if you have a particular concern or question.

Parents can fill out a Camper Profile in their CampInTouch account prior to the start of the session. This is the best place to note any particular concerns or state any goals. At the conclusion of each session, parents are sent an evaluation form in which they are asked to rate a variety of areas of the program, as well as give any comments.

Communication from Mishawaka

At the start of each session, parents will receive an introductory postcard or email from their child's counselor. We also send a detailed camper report at the end of each two-week period.

We will also send general email updates throughout the summer as well as add pictures to the photo gallery on our website. Because our focus is on the campers during the summer months, we are often unable to respond to emails in a timely manner. If you have an immediate concern we prefer that you call us.

Housing

Housing is determined by gender, age and grade. Campers who wish to bunk with a particular individual are welcome to note this preference via their online CampInTouch account. It is important that these requests arrive at the camp office prior to the start of each session. These requests will be taken into consideration when forming cabin groups. **We are not able to guarantee cabin placement.**

Cabins are grouped together in clusters, and friends can have as much interaction as they wish. The camp experience is designed to broaden an individual's horizon, and we recommend that friends from home not live together.

Housing at Mishawaka is comfortable, but rustic. Boy campers live in cabins, some of which have electricity. The youngest boys

(Belding) live in a large lodge with a central fire place room. Each cabin group in the lodge has lights and electricity. The boys share central bathroom facilities. Older Boys campers (Mulford and Gould) live in cabins without electricity and share central bathroom facilities.

Girls Parkside campers (8-12) live in cabins that house two cabin groups. Bathroom and shower facilities are located in the cabin. Older Valley campers (13-15) live in cabins without electricity. They share a central bath and shower house.

Lost and Found

Campers should mark all belongings with full name, including all towels and bedding. We will retain all found items for one month after each session. If you discover an item missing, please contact the Camp Office with a detailed description of the item.

Parent Visitation

Parents are welcome to visit during the summer. Please phone the camp office to arrange a visit. It is recommended that these visits be brief and limited to one time during the child's stay. If the timing works, parents are welcome to join us for a meal. Due to space considerations, we are not able to accommodate parents for the final banquet on the last evening of each session.

Parents, relatives or family friends are not allowed to take campers out of camp at any time during the session, unless an early departure has been arranged with the Director.

Mail and Communications

Campers receive their mail at a specified time each day. Every camper has his or her own mail box at camp. Receiving mail from home is a highlight for campers, and we encourage friends and family to write often. Please be aware that mail can move slowly to and from the Northwoods.

Campers can now receive email messages. You can email one message per day to **campers@campmishawaka.com** with your camper's name in the subject line. We will print out and distribute these emails along with the regular mail once a day. Campers will not be able to send emails.

Campers are required to write home two times a week, with a postcard on Wednesdays and a letter on Sunday. If you will not be at your home address, please provide your camper the address where you can be reached. We suggest including pre-addressed and stamped envelopes.

We allow campers to send and receive faxes. Incoming faxes will be distributed with regular mail. Outgoing faxes are generally sent in once a day in the AM. There is a \$1.00 charge for each outgoing page. If you would like your child to send you faxes, please make sure they know your fax number.

Campers do not have access to telephones and Camp Mishawaka does not generally allow phone communication between parents and campers unless there is a family emergency or other special situation. Cellular telephones are not allowed to be used by campers during their stay at Mishawaka.

We do not allow family or friends to send candy or other food items to campers. Possession of these items, even for short periods of time, can attract bugs or rodents. **Any food or candy sent to the campers will be discarded or offered to the camp community during special days and events.**

Please do not send large items that can create a problem when it comes time to pack to go home. If you have questions about a particular item you would like to send, please contact the camp office. Refer to the contact information at the front of this book. **If you wish to send something via UPS or FedEx, use our street address instead of the PO Box address - both are listed in the front of this book.**

Meals

Our kitchen prepares meals to be served family style, and our menus are reviewed to ensure that they exceed recommended daily allowances. A salad bar option is available at lunch and dinner.

Campers who have special dietary needs or follow a vegetarian diet must specify this on their health form to ensure proper attention.

Birthdays

If your child is celebrating a birthday during the camp season, we mark the day with a special cake for the table. If you would like to arrange a special treat for the camp or cabin group (ice cream bars or something similar) please phone the office to arrange this. We will bill your spending account.

Spending Money

Parents or Guardians make deposits to a camper's spending account to cover incidental expenses, including sundry items, extended trips and clothing purchases. This process can be completed on line via

the CampInTouch account. There is no need to send cash with your camper.

Change-Over

Campers who attend either the Six-Week or Full-Session take part in special change-over activities. The sessions end on Saturday, and begin on Sunday. Special activities on change-over often include going to town for a movie, a pizza and ice cream treat and other special in-camp activities. There is an additional charge of \$25.00 for this event.

Worship Opportunities

Each Sunday both the boys and girls hold a non-denominational Vespers Service. Often the focus of this time of reflection is the value of friendship or the beauty of nature. Cabin groups sometimes take turns putting on the service. A variety of faiths are represented at Camp Mishawaka, and we value this diversity of beliefs.

For those campers who would like to attend Catholic Mass, we take a group to the local parish each Sunday.



Packing List

This list is meant to be a suggested packing list and provide for an adequate supply of clothing between laundry days. Laundry is sent out once a week. Please do not over-pack or bring items that might not be appropriate for the camp environment. Please be sure to mark all items clearly with the camper's full name. (See also Clothing and Bedding section earlier in this handbook.) If your camper is traveling by plane, please refer to the travel suggestions under transportation.

Returning campers should bring their Mishawaka plaques back to camp each summer!

Clothing / Personal Items	Bedding
2 Pairs pants or jeans	Bedding is provided to each camper. If you choose to bring bedding, we suggest the following:
1 Pair sweat pants	3 Wool or warm blankets (may also use comforter)
3-4 Pairs of shorts	2 Sets sheets (twin)
2 Sweaters or sweatshirts	2 Pillow cases
10 short sleeve shirts (T or collared)	1 Pillow
2 Pairs athletic shoes (If taking part in horseback riding, please include one pair of hard-soled shoes.)	
8-10 Pairs socks	
8-10 Pairs underwear	
2 Pairs pajamas / sleepwear	
1 Set rainwear / poncho	
3 Towels	
2 Swimsuits	
Jacket	
Laundry Bag	
Toiletries	
Cap/Hat	
Flashlight	
Many campers elect to bring one set of nice clothes for the final banquet and/or the dance. (Not required.)	
	Personal Program Items
	Other Suggested Items
	Sunscreen (SPF 30)
	Insect repellent (30% DEET)
	Camera
	Tennis racquet
	Stationery / Stamps
	Sleeping bag
	Fishing equipment
	Sandals / Flip-Flops
	Ball glove

Camp Mishawaka maintains a full inventory of program supplies for all activities. If campers choose to do so, they may bring their own equipment for certain activities. These may include: baseball glove, archery bow, tennis racquet, guitar or musical instrument. Please call the camp office to check on other items.

Certain items may be stored by the camp for use when the camper is involved in the particular activity.

What Not to Bring

Campers are not allowed to have any electronic device that has a display that can display videos or games. The Mishawaka experience is greatly enhanced by this lack of “screen time” and the realization that life can be enjoyed without being digitally connected is an important lesson we feel strongly about. If you would like your camper to have a phone for the trip to and from camp, they can turn it in once they arrive at camp and we will return it for the trip home. If campers travel with iPods or tablets, they can also be turned in upon arrival.

Campers are also not allowed to have food or candy in cabins as they can quickly attract insects and rodents.

Policies

Attendance

The camper application forms an agreement between Camp Mishawaka and the Parent(s) or Guardian(s) of the camper who is enrolled, in accordance with the Parent Handbook and Policies of the application. This agreement has been accepted by both parties in the state of Minnesota and is governed by Minnesota law. The parties consent to the jurisdiction of the Minnesota courts should any legal action ensue.

It is expected that the camper will remain in the Mishawaka program during the entire session. Written notification is required if your camper must leave during the session.

Campers are expected to arrive in good health and able to participate in the program. Please phone the camp if you have a special concern or if your child becomes ill just prior to the start of the session. Camp Mishawaka reserves the right not to admit campers who arrive ill or who have been exposed to communicable diseases.

Illegal Substances, Alcohol, and Tobacco

In accordance with the policies of Camp Mishawaka and the laws of Minnesota, Camp Mishawaka prohibits the possession, use

and/or distribution of illegal substances, alcohol, and tobacco products. If your child is found in possession of or using an illegal substance or alcohol you will be contacted and he or she will be sent home immediately at your expense without refund.

It is illegal in the state of Minnesota for anyone under the age of 18 to use tobacco or tobacco products. If your child is found in possession of tobacco, it will be confiscated and disposed of, and you will be contacted. Campers who violate the tobacco policy are also subject to immediate dismissal without refund.

Inappropriate Behavior

Camp Mishawaka seeks to maintain an environment free from discrimination, violence, intimidation and harassment based on gender, creed, color, national origin, disability or sexual orientation. Language, behavior and attitudes that intimidate or debilitate campers or staff members are not tolerated.

Camp Mishawaka does not tolerate emotional or physical abuse or the threat of such abuse of one person by another. This behavior may be grounds for immediate dismissal from the program. If necessary, you will be notified, and your child will be sent home at your expense without refund.

Inappropriate sexual behavior is not allowed at Camp Mishawaka and may be grounds for dismissal. All counseling and support staff have been informed and have agreed to comply with the Camp Mishawaka sexual harassment policy.

Emotional or psychological behavior which affects a child’s ability to participate in the program or that significantly disrupts the program may constitute grounds for dismissal. If necessary, you will be contacted and your child will be sent home at your expense. Depending on the circumstances, a prorated refund minus the nonrefundable deposit and administrative fees will be issued, or no refund.

Refunds

If cancellation notice is received prior to March 1st, all but \$100 of the deposit is refunded. For cancellations received after March 1st, all of the \$500.00 deposit is forfeited. If a camper is unable to complete a session for due cause (family emergency or illness) a pro-rated refund will be made for the tuition balance over and above the deposit amount.

Homesickness is not considered grounds for refund of tuition.

Respect for Property

Participants must respect the personal property of others as well as the facilities and grounds of Camp Mishawaka. The willful destruction and/or reckless disregard for property will not be tolerated. Destruction or intentional abuse of property, including graffiti, may be grounds for immediate dismissal and reimbursement made to Camp Mishawaka. Stealing or shoplifting is also grounds for dismissal.

Weapons Policy

The use, possession or carrying of any kind of firearm or weapon on the property of Camp Mishawaka is strictly forbidden. Camp Mishawaka retains the right to determine what constitutes a weapon, especially when evaluating potential danger. This also includes fireworks or any other explosive or pyrotechnic device.

Tipping

In accordance with the standards of the American Camp Association and the policies of Camp Mishawaka, staff may not accept tips or gratuities for their service during your child's stay.

Staff Hiring Policies and Procedures

Camp Mishawaka prides itself on its selection, training and retention of qualified men and women who serve as counselors and support personnel. From year to year, approximately two-thirds of our staff returns. In recent years almost half were former Mishawaka campers, and the group averaged over 6 years of Mishawaka counseling experience.

In addition to young men and women who serve, Camp Mishawaka has made it a priority to hire experienced professionals, teachers and college professors whose schedule allows them to serve in the summer. Each year we have a number of married staff that add a great deal of life experience to the staff.

A selective hiring process seeks to hire qualified individuals who have experience and interest in working with children. All staff attend a week-long staff training prior to the start of regular sessions. In addition to reviewing safety policies and procedures, the staff is trained in skills to promote effective youth development.

Being Away From Home

Prior to coming to Mishawaka it is quite natural for your child to be a bit apprehensive. Even veteran campers are not immune from this phenomenon. Homesickness studies have shown that a few simple steps in preparation can help make the camp experience successful.

Here are few suggestions to help your camper prepare for the Mishawaka experience.

- Start preparing your child for the idea of being away from home. Find out about your child's expectations and what he or she is looking forward to or has reservations about.
- Involve your child in the packing and preparation process. It is comforting for children to know what they have when they arrive at camp and where to find it in their bags.
- Stress the positive aspects of the camp experience. It is only natural that parents also have a bit of anxiety around the separation and children will pick up on your concerns.
- In communicating with your campers, it is important not to convey that they are missing spectacular events at home. It is helpful to reassure them that you miss them and love them while at the same time focusing on their time at camp. Ask questions about their favorite activity, their friends or counselor, even the food. Write as often as you are able and encourage them to do the same.
- Allow time for your child to adjust to the new surroundings. The first letter home is often written that first evening or full-day and may sound hesitant about the Mishawaka experience. Mail moves slowly from the Northwoods and most often by the time this first letter arrives home, campers are fully involved and active.
- Remind your child that missing home is a natural feeling and not to worry if they are homesick.

Homesickness

Recent studies have shown that all campers experience homesickness in one form or another. Our staff has been trained to recognize the symptoms of homesickness and given skills to ease the transition to camp life. Most often, these symptoms present themselves at meal time and bed time, and are quite natural.

Should homesickness persist or become a barrier from taking part in activities, you will be contacted by the Camp Director to discuss possible tactics to relieve the problem. A huge part of the mission of Camp Mishawaka is working with children to develop these coping skills that will serve them well the rest of their lives. The ACA also has some advise for parents of campers here:

<http://www.campparents.org/homesickness>

Please feel free to contact the camp office directly if you have a

particular question or concern.

Health Care

An important goal at Camp Mishawaka is to provide a safe and healthy experience for each camper. Our healthcare plan is designed to complement your child's growth and development needs as well as provide care for routine illness or injury. Use the health form to describe your child's physical and emotional needs.

Health Care Staff

Julie Purdum, RN, PHN serves as the Health Care Director for Camp Mishawaka. In addition, we also employ an RN, LPN or graduate nurse who works under Julie to meet the daily healthcare needs of campers and staff.

Camp Mishawaka maintains a professional relationship with the Grand Itasca Clinic in Grand Rapids should the need arise for a Physician visit. We also maintain relationships with local dentists and orthodontists should their services become necessary.

Health Form

We will use information on the health form to educate our staff on campers' health needs. We will also share information with our food service staff to ensure we are meeting all special dietary needs.

Special Considerations

- Camp Mishawaka expects that children with chronic health concerns are capable self-managers.
- Please complete additional form included with health form if your child has asthma or severe allergies.



- The health form should be completed online via your CampInTouch account prior to the start of the camp session
- Please complete all applicable parts of the form.
- **A physical examination is not required.** If you feel like we may be assisted by physician instructions, we encourage you to provide this information.
- Please notify us of any changes in health or contact information after the form has been sent.

- Campers taking medication for emotional or mental health should have a history of taking this same medication and same dosage prior to coming to camp.
- If your child takes medications for ADHD, please consult with your physician before changing the schedule or dosage for their time at Mishawaka.
- Please contact the camp office to discuss any special considerations or concerns.

Camp Mishawaka maintains an inventory of over-the-counter medications and remedies. These are distributed according to our standing order protocol received from the Grand Itasca Clinic. There is no need to send these types of items unless there is a unique situation. Campers are not allowed to keep supplies of any medications, and all such items will be held in the Health Care Center.

If you are sending medications with your camper

- Send enough for the entire stay.
 - Do NOT mix medications. Each medication must come in its original and appropriately labeled bottle/container. This includes vitamins or over-the-counter drugs.
 - Use the health form to explain why your child takes this medication.
 - All medications must have the camper's name clearly written on the container, whether over-the-counter or prescription.
- #### **Prescription Medication**
- Prescription medication must come in a pharmacy container with a legible label in the camper's name.
 - Health care staff must follow directions on the label. If there has been a change in the dosage, please have the pharmacy correctly label the medication.

Communications with Parents

We will make an effort to contact you by phone if your child has need for out of camp healthcare. Please be sure that we know where to reach you during your child's stay. We will make an effort to contact parents if a child spends a night in the Health Center for any reason. We generally do not contact parents if a child is seen in the Health Center for routine needs

Health Care Charges

There is generally no additional cost for healthcare your camper receives at the Health Center. If your child is seen by a physician, you will be billed by the provider of that healthcare. **The Grand Itasca Clinic is able to bill your insurance provider directly only if you provide all billing information on the health form. We ask that you attach a copy (front and back) of your insurance card on the Parent Authorization Form available in your CampInTouch account.**

If your camper is prescribed any medication by a physician while at camp, we will bill you directly for this charge. Local pharmacies require payment for prescriptions, and we can provide you all relevant information that allows you to submit this charge to your insurance provider.

Personal Health Needs

We spend a great deal of time training our staff to pay attention to the routine health needs of campers. Personal hygiene practices like regular bathing and tooth brushing are monitored daily. Please take the opportunity to discuss the importance of these daily routines prior to coming to camp.

As noted in the packing list, we suggest that campers bring an insect repellent with 30% active ingredient DEET. Studies have shown that this is a safe level and offers the greatest protection against mosquitoes and ticks. Please also consider sending your child with a sunscreen with a sun protection factor (SPF) of 30 or more.

Transportation

General Guidelines

Successful travel to and from Mishawaka is key to an overall positive camp experience. To that end, we strive to ensure proper coordination of your child's transportation needs. Whether your camper will be flying to camp or you will be driving them to Mishawaka, it is important that we are aware of your plans at least two weeks prior to the start of the session.

Prior to the start of your child's particular session we will mail a bulletin with information we have in regard to your travel arrangements. Please review this information and notify us of any changes.

Travel by Plane

Camp Mishawaka uses the services of the *Travel One Agency* of Minneapolis. Travel One has many years of experience working with summer camps and their particular travel needs. Travel One negotiates special "camp fares" with Delta Airlines, and these non-published fares are often deeply discounted from fares available to the general public. In addition to offering competitive fares, Travel One assists Camp Mishawaka in making special arrangements with the airline and the airport officials that help ensure the safe and orderly transportation of those campers who fly. Their number is 800-245-1111.

We strongly urge you to use the services of Travel One when making arrangements. The benefits of their experience and service cannot be over-stated when it comes to being at the airport on arrival or departure day. If for some reason you elect not to utilize this service, please consult the camp office prior to booking.

On arrival days, campers are met at their gate by Mishawaka staff members and taken to our gathering area. The group then proceed to Camp Mishawaka by chartered bus, about a 3.5 hour drive. These are modern coaches with bathrooms and are capable of showing a movie during the trip. Luggage is collected centrally and arrives at Mishawaka in time to unpack that evening.

Prior to the start of the session, you will also be mailed a packet of information confirming travel arrangements. Included in this will be brightly colored luggage tags that should be affixed to any checked luggage. This ensures that we easily recognize and recover all camper baggage.

Every effort is made to be waiting at the gate of arrival as the flight pulls in. However, if there are delays or many simultaneous arrivals, our staff may be delayed. If flying as an Unaccompanied Minor the flight attendant will wait with the camper until our staff arrives. If not fly-

ing as an Unaccompanied Minor, instruct your camper to wait at the gate until a Mishawaka staff member arrives.

On departure days, campers are escorted to the gate by a Mishawaka staff member who waits with the camper until the plane departs.

- If your camper does not arrive on his/her scheduled flight, you are contacted immediately.
- As time permits, we encourage children to phone parents upon arrival in Minneapolis, provided they have a cell phone for travel.
- If there are last minute changes in the flight schedule, please phone the camp office. They will be able to reach the staff at the airport to inform them of these changes.
- We will not be able to individually confirm all arrivals to parents. We will contact you if there are any irregularities. No news is good news.

Airline Regulations

Most airlines require children under the age of 15 to fly as an Unaccompanied Minor (UM). The airline charges a fee for this service, and following the suggestions below, you can greatly enhance not only the service, but assist us in our efforts on travel days. Please confirm these policies with your airline.

- Purchase a “round-trip” service, unless you are picking your camper up at the end of the session. Have the ticket agent so note this on the form.
- For person meeting at destination write: “**Steve Purdum or Representative of Camp Mishawaka.**” Our staff will have identification that distinguishes them as Mishawaka staff.
- Up to four children may travel on the same UM form. If you would like to share this fee with other camp families, contact the camp office prior to the departure day, and we can provide you with the names of other campers on the same flight.
- Fill out the form for both legs of the trip. Make sure that whomever is to meet the child upon return is named on the return form.
- Due to increased security measures, we suggest that you limit the number of carry-on items your camper brings. Please make sure that all items packed in the carry-on are allowed. We will make every effort to ensure the same is done on the return leg of the trip.
- Airlines are strictly enforcing baggage weight limits of 40-50 lbs per piece and number of checked bags. Please be aware that you may be charged additional fees for heavy bags.

Travel by Chartered Bus

Campers and families may elect to meet the Mishawaka group at the airport on arrival and departure days. We have a staging area at the Lindbergh (Main) Terminal. Please call the camp office to arrange for this, find out where the group will be meeting, and what time the bus will depart or arrive.

On the way to camp, buses generally leave the airport between 11 am and 1 pm. Buses arrive at the airport on the trip back from camp at approximately the same times. You will need to park and come into the airport with your camper and his or her luggage.

There is a nominal fee for using this bus service.

Travel by Car

Those who elect to drive to Mishawaka should plan on dropping their camper off between 2 PM and 5 PM on the opening day of the session. Parents or guardians should stop at the camp office to check in and receive cabin assignments and further instructions. Parents are invited to stay for a tour of the campus before leaving.

Driving Directions

Camp Mishawaka is located approximately 5 miles south of the town of Grand Rapids, Minnesota, just off US Hwy 169 South.

**For GPS units, our locatable address is:
21525 Mishawaka Rd, Grand Rapids, MN 55744**

- From Minneapolis: Take Interstate 94 West out of Minneapolis to Hwy 101 N. at Rogers, MN. Follow Hwy 101 N until it merges with US HWY 169 N at Elk River, MN. Stay on Hwy 169 until your approach the town of Grand Rapids. Just after crossing the causeway bridge over Lake Pokegama, look for the sign for Mishawaka Road. Turn left onto Mishawaka Road, and the entrance to the camp is 1/2 mile from the corner.
- From Duluth, MN: Take US Hwy 2 from Duluth to the town of Grand Rapids. Turn left onto US HWY 169 S (Pokegama Avenue) and stay on this road through the town of Grand Rapids. Prior to crossing the causeway bridge over Lake Pokegama, look for the Mishawaka Road sign. Take a right onto the Mishawaka Road. The entrance to the camp is 1/2 mile from the corner.

* As the final road construction projects have not been determined at the time of printing, parents are encouraged to check with the

Minnesota Department of Transportation at their website to get updates on any delays or detours. Visit them at <http://www.dot.state.mn.us/>

Area Accommodations

If you plan on spending time in the Grand Rapids area in conjunction with your child's arrival or departure, we suggest you contact the Grand Rapids Area Chamber of Commerce for the most up-to-date listing of area accommodations and attractions. You may visit them on the web at www.grandmn.com. Here is a sampling of places to stay:

***** It is not uncommon for hotels to be sold out for weekends far in advance. If you are planning on spending the night as a part of your child's arrival or departure, we suggest you investigate lodging possibilities early. These are just a few of the area Hotels/Resorts. All are just a short drive from the camp.**

Timberlake Lodge Hotel
144 SE 17th Street
866-800-2200
www.timberlakelodgehotel.com
Newest hotel in town.
Indoor pool w/ complimentary breakfast.
Restaurant and bar.

Ruttgers' Sugar Lake Lodge
800-450-4555
www.sugarlakelodge.com
Located just south of Grand Rapids.
Full service resort w/ golf, tennis and waterfront.

Green Heron Bed and Breakfast
greenheronbandb.com
218-999-5795
On the same lake as Mishawaka, they have two rooms available. Please mention Camp Mishawaka for a special rate.

Sawmill Inn
2301 S Pokegama Avenue
1-800-804-8006
www.sawmillinn.com
Indoor Pool and dining and bar.

Country Inn and Suites
2601 S Hwy 169
1-800-456-4000
Indoor pool w/ complimentary breakfast.

AmericInn
1812 Pokegama Avenue S
1-800-634-3444
Indoor pool w/ complimentary breakfast.

Camp Mishawaka Administration

Executive Director and Owner

Steve Purdum came to Camp Mishawaka as a nine year old boy and they couldn't get rid of him. He served as a counselor and waterfront director at Mishawaka before assuming the reigns in 1990. A graduate of Lawrence University, Steve was previously an instructor and counselor at the Culver Academies. His wife, **Julie Purdum, RN** acts as the Health and Safety director. They live in Grand Rapids with their two children, Shelby, 16 and Harrison, 13.

Girls Camp Director

Mary Jane Curran

Mary Jane is a graduate of the University of Minnesota and has had a long career as a teacher. 2016 marks her 21st year at Camp Mishawaka, and 19th as the Girls Director. She currently teaches 6th grade at Breck School in Minneapolis. Her sons Murphy and Kevin are Mishawaka alumni.

Boys Camp Director

Charlie Paige

Charlie Paige first came to Camp Mishawaka as a 9 year old boy and since that time has filled many rolls at Camp. He was a camper for 8 years, a staff member for 9, and in 2010 served as the co-Chairperson of our Centennial Celebration. During his tenure on staff, Charlie served as the Head of Belding Camp, the CIT Director and Trip Room Director. A graduate of the University of Oregon, Charlie has worked as a teacher, tutor and most recently as the Program Director for the Big Brothers/Big Sisters office in Tucson, AZ.

Office Manager

Kelley Ryan

Kelley is a former camper and counselor at Mishawaka, and has been associated with Mishawaka in one way or another since 1989. She now brings her experience and skills to the Camp Mishawaka office. Kelley is finishing her masters degree in English Literature at Bemidji State University. She lives in Grand Rapids with her dog, Lola, and her husband, Dan Beuthling, a former Boys Camp Director.

Counseling Staff

Camp Mishawaka is very proud of its counseling staff. In recent years the group has averaged over 6 years experience at Mishawaka. Many are former Mishawaka campers.

In addition to enthusiastic college students, Mishawaka attracts and retains a number of mature veteran staff who are teachers, college professors or retired professionals. This valuable mix of energy and experience is just one of the factors that sets Mishawaka apart.



Fee Information

All payments credit either a camper's tuition or spending account.

Tuition 2016

Two weeks-\$2775
Six weeks-\$7600

Four weeks-\$5300
Eight weeks-\$8500

Payable in three installments beginning March 1st, with the full balance due May 1st. This fee includes room and board, use of equipment, instruction, basic supplies for crafts, local overnight camping trips, Mishawaka awards and plaques.

Tuition payments may be made by check or credit card at anytime. Camp Mishawaka reserves the right to refuse admission to any camper whose balance is not paid in full at the time of the selected session.

Spending Account

A deposit should be made to offset charges against this account. Spending account deposits can be made via your CampInTouch account at mishawaka.campintouch.com. The money in the spending account can be used by campers at the camp store for purchases of clothing, postage, water bottles, flashlights and other sundry items. There is no need for campers to have cash while at camp. At the end of the session you will receive either an invoice or a refund. A round figure of \$75 per week is suggested.



Notes



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