



# CAMP LUTHER PARENT INFORMATION PACKET

**Welcome to Camp Luther! We are so excited your child will be joining us this summer and want to do everything possible to make their camp experience a great one.**

**We recognize that you may have many questions as you prepare to come to camp this summer. We will be openly communicating with you as we head towards the summer so that nothing during your time at camp takes you by surprise, and you can focus on the fun and joy of the camp experience.**

**Please take the time to carefully read through all the information contained here. Even if you have been to camp before, there is new information for this summer.**

**If you have any additional questions that are not answered here, please contact us. We are happy to help! Our website ([campluther.com/parents](http://campluther.com/parents)) is also a great resource. See you this summer!**

## **Camp Luther**

**1889 Koubenec Road  
Three Lakes, WI 54562  
P: 715-546-3647  
[office@campluther.com](mailto:office@campluther.com)  
[campluther.com](http://campluther.com)**

**In Christ,  
The Camp Luther Staff**



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## ARRIVAL TIMES & CAMPER CHECK IN

Campers are asked to arrive at camp between **2:00-3:30 pm** CST on Sunday. Arrival times are assigned by camper group:

**2:00-2:30 Tower, Treehouse, Retreat Center Boys**

**2:30-3:00 Ark, Fort, Pioneer**

**3:00-3:30 Quest, Retreat Center Girls**

If you are checking in campers in multiple check in groups, come in between the check-in times (ex. if you have campers in Fort and Quest, come around 3:00pm).

- IMPACT and Kindercamp check-in is 4:00-5:00pm on Friday. You may come anytime during that hour; we will begin orientation at 5:00pm. The Kindercamp weekend concludes with Sunday lunch at 11:30am.
- Explorer July 3-5 check-in is 2:30-3:30pm on Wednesday, July 3.

Please do not plan to arrive at Camp Luther before your specified check-in window. If your family arrives in the Three Lakes area early, you can stretch your legs at Don Burnside Park or Cy Williams Park (both have playgrounds and public restrooms).

Starting at your specified check-in time, as you drive into camp, staff will greet you at the stop sign, and give you further instructions on checking in your camper(s).

**Pro Tip: Please note that prior to 2:00 pm our staff will be meeting and will not be available to direct you. Check-in will not start before 2:00 pm.**

## CHECK-IN PROCESS

Check-in is a walk through process. You will be able to park and then walk through all check in stations in the courtyard. During check-in you will find out who your camper's counselors are, turn in any medications, and drop off your camper's luggage.

**Pro Tip: ALL medications (even such things as vitamins, creams, or drops) must be turned in to the Health Care Coordinator during check in. All prescription medication (including inhalers) must be in its original container with the prescription label and dosage instructions.**

Here is what you can do **before arriving** at camp to help the check-in process go as smoothly as possible:

Complete the following at least **TWO WEEKS** prior to your session.

- **PAY YOUR BALANCE:** Remember that your registration balance is due May 1st.
- **ADD CANTEEN MONEY ONLINE: \*New this year\*** You are able to add money to your camper's canteen account prior to check-in and throughout their week at camp through the "Camp Store" payment section of your online account. Please plan to add money to your camper's account before arriving at camp. (\$30-\$40 is the recommended amount for a full week of camp.)
- **UPDATE ONLINE MED FORM:** You filled this form out when registering, but please go back and update your camper's health information as needed. This form can be found in the "Forms" section of your online account. Please make sure it is filled out completely and correctly. We will cut off access to this form ONE WEEK before the start of your session to be able to print forms out for use during the camper week.
- **ADD MEDICATIONS (available in May):** If your camper is bringing any medications with them to camp, you may add those medications to your online account prior to arriving at camp. This ability is NOT currently available but will be in May. You will receive an email from camp in May with further instructions on how to add medications.

## DROPPING OFF YOUR CAMPER

As part of the check-in process, you will either drop off your camper's luggage in the garage (village campers) or their Retreat Center room. The last step of the check-in process is dropping off your camper with their counselor.

We start fun games and get-to-know-you activities right away in our groups as campers are arriving. Your camper has started their week at camp, and you are free to leave!

## **DEPARTURE/PICK-UP TIMES**

Campers should be picked up between **11:00am-11:30am** on the Friday of your camp week (or Tuesday for Explorer June 30-July 2 and August 2-4). You are welcome to attend our Closing Program at 10:30am in the courtyard.

After the Closing Program, you will need to check out your camper with their counselor. You will receive back any medications, be able to cash out or donate any leftover canteen money, and pick up their luggage. **You will need to sign your camper out before leaving.** Campers will be released only to people authorized on the Check-Out Form. You will let us know who is authorized to pick up your child during the check-in process.

## **LATE DROP-OFF AND EARLY PICK-UP**

While we firmly believe that your camper will get the most out of their camp experience by being there for the whole time, we also recognize that sometimes life gets in the way. If you need to drop off your camper or pick them up outside of our usual times, please let us know ahead of time by calling our office. When picking up or dropping off a camper, you should park at the Welcome Center to be checked in.

**Pro Tip: We highly encourage campers to NOT leave camp temporarily during the week for an off-site event (such as a baseball game) due to the negative disruption this can have on your camper's overall experience.**

## **COMMUNICATING WITH CAMP**

Our normal office hours are 8-4, Monday-Friday. In addition, this summer we plan to have additional office hours in the evening and on weekends for parents - stay tuned for more details.

If you need to get a hold of camp staff due to an emergency situation, to communicate regarding a late check-in or early pick-up, or with a last minute question regarding your camper's time at camp, please text our textline number: **715-200-4609**.

**Our textline number is monitored 24/7 in the summer - please text this number if you need to communicate with camp staff outside of our office hours.**

**PARENT COMMUNICATION TEXTLINE: 715-200-4609**

## CANTEEN

The Canteen is our camp store that offers a variety of snacks, clothing items, souvenirs, and more. Campers visit the store 1-2 times a day and at each Canteen time they are allowed to purchase a maximum of 3 food/drink items. All food/drink items are around \$1.50.

**You are able to put money into your camper's account by logging in to your online account and making a payment to the "Camp Store".** Please do this prior to your camper's session. We recommend depositing no more than **\$30-40**.

**\*New this year\*: We have switched to an online POS system for camper Canteen purchases. Throughout the week, you can monitor your child's Canteen purchases and add more money to their account through the "Camp Store" payment section of your online account.**

During camper pick-up, you will be given the option to donate any unused canteen money to our summer mission project or receive the money back.

### Summer Mission Project

Each year, Camp Luther chooses an outside mission project to support throughout the summer. With our 2024 theme of "With You", we wanted to support a mission-focused project that is working to spread the hope of the gospel to people who may have never heard it before. Our mission project this year is the Clausing Family, a Lutheran missionary family of 11 doing mission work in Tanzania.

The Clausing's have past ties to the world of Lutheran camping and we're so excited to be able to bless them in this way as they follow the call of Jesus to go and make disciples of all nations. All leftover canteen money donated this summer will go towards The Clausing Family. There will be even more information on this family and their work in the Canteen this summer.

**Top Row:  
(Left to Right)**

Anita  
Ethan  
Eileen  
Emmanuel  
Elijah  
Eric  
Jonathan



**Bottom Row:  
(Left to Right)**

Ernie  
Eunice  
Emil  
Ellie

## **Lick-a-Dee Splitz Ice Cream Shop and other Off-Site Purchases**

During your camper's time at camp their group may take a bike ride to a local ice cream shop in Three Lakes. If your camper participates in this activity, \$5 will be taken out of their Canteen account for their ice cream treat. This is an optional activity that not all camper groups will do.

Additionally, Quest and Impact groups will travel off-site for a portion of the week as a part of their programming. For these trips, campers will have the option of taking \$5-\$10 from their canteen account for spending while off-site.

## **HEALTH & MEDICAL INFORMATION**

### **Medical Team**

Our on-site medical team includes our Healthcare Coordinator and a Volunteer Medic (who is a trained medical professional such as a nurse, doctor, EMT, etc.). This team is onsite at all times and provides routine first aid care and distributes medication to campers. The medical team is available during check-in to discuss all health concerns and questions that you may have regarding your camper's medication and health while in our care.

### **Parent Notification of Health Treatment**

If your camper ever experiences a serious medical concern, illness, or incident requiring outside treatment, we will immediately contact you. We will also notify you if a camper experiences an injury that leaves them unable to continue with normal camp activities, or is experiencing an illness. We will also notify you when a camper is unable to participate in normal camp activities for a period of more than 4 hours due to illness, or a camper experiences an injury that leaves them unable to continue with normal camp activities.

### **Keeping Camp Healthy**

You play a large role in helping keep all campers and staff healthy. Please read "[A Healthy Camp Begins and Ends at Home](#)" before your camper's session. We encourage your camper to be up to date on all vaccinations. In addition, please keep your camper at home if they are sick with any illness or have worsening symptoms in the days leading up to camp

We know how disappointing it would be to miss camp, but it is important to recognize how your actions can affect the greater camp community – not just you and your camper. If your camper must cancel because of sickness, we'll do our very best to fit you into a later session.

### **Camper Illness while at Camp**

If your camper experiences any of the following symptoms they will be given rest, water/food, and monitored by our health care team:

- Nausea or vomiting
- Diarrhea
- Flu-like symptoms (chills/muscle aches/fatigue)
- Fever
- Headache
- Cough/sore throat/upper respiratory symptoms

If symptoms do not improve or get worse, you will be contacted and asked to pick up your camper. If any symptoms are severe enough that we believe it would be best for your camper to go home, we will call you right away.

**Pro tip: Please make sure to have a pick up plan in place in case your camper is required to go home early during their week at camp.**

## **CAMPER MEDICATIONS**

If your camper takes any medications regularly (either OTC or prescription), please bring those medications with you. Scheduled medications are passed out by the First Aid Coordinator at mealtimes and evening canteen each day. If your camper needs to receive medication at a time not covered by one of these periods we will arrange that as well.

- **BRING MEDICATIONS:** You will turn in **ALL MEDICATIONS** to the Healthcare Coordinator during the check-in process. **All prescription medication MUST be in its original container with the prescription label and dosage instructions. (Including inhalers and epi-pens)**

### **Adding Medications to your Online Account**

When you arrive at camp, you will be asked to check-in ALL medications for your camper, including OTC medications, vitamins, creams, etc. You are able to add the medications you will be checking in to your online account ahead of time if you wish, beginning in May.

1. Log into your online account.
2. Select [**update info**] for the child who will be attending camp this week.
3. Click on the [**Medical**] button on the main page.
4. Click the [**Add Medications**] button to add your child's medications to their account.
5. Enter the number of different medications your child is bringing to camp in the [**Enter Qty**] box.
6. Click the [**Add/Edit Medications**] button to begin adding your medication information.

### **Helpful information to know about adding medications properly:**

- **Strength** = The amount of the medication in a given dosage form (ex. 325mg). This should be a number with the unit afterwards. If strength and dosage are the same, you may leave this section blank.
- **Quantity** = The number of units of the medication to be taken in one sitting (ex. 2 tablets) **DO NOT PUT THE QUANTITY FOR THE ENTIRE WEEK/ENTIRE DAY** - just list the quantity your camper will take at one time
- **Dosage** = The amount of the medication to be taken at once. (ex. 650mg) This should be a number with the unit afterwards.

**Pro tip: Camp has common OTC medications on hand to provide to campers. Unless your camper uses an OTC medication on a daily basis, you likely don't need to bring it with you to camp.**

## **Over the Counter (OTC) Medications**

We stock common over the counter (OTC) medications for use if needed. You don't need to bring OTC medications (such as Tylenol) unless your camper uses it daily. Here is a list of some of the common OTC medications we have at camp:

- Aloe
- Aspirin
- Benadryl (including a liquid children's version)
- Cough Drops
- Hydrocortisone Cream
- Ibuprofen (including a liquid children's version)
- Immodium
- Mucinex
- Sudafed
- Tylenol (including a liquid children's version)
- Tums
- Pepto-Bismo

## **FOOD ALLERGIES/DIETARY RESTRICTIONS**

If your child has a food allergy, please make sure to notify us by including this information on your camper's Medical Form.

**Pro Tip: Being detailed about the allergy exposure level, typical reaction, and desired treatments for your camper's allergies is tremendously helpful to us as we seek to keep your camper safe and healthy.**

Camp Luther is able to accommodate common dietary restrictions by providing gluten-free, dairy-free, and vegetarian options, but if your child has significant food allergies or more complex dietary restrictions, please contact Camp Luther's Food Service Manager at [kitchen@campluther.com](mailto:kitchen@campluther.com) so that we can work with you to successfully meet your child's needs while at camp.

### **Food Information**

In addition, to the main course and sides, we provide additional options for campers at each meal in case a camper doesn't like the main meal. Cereal, bread + jelly + sun butter, and fresh fruit are available at all meals. In addition, we have oatmeal/yogurt at breakfast and a large salad bar at both lunch and supper. If you would like to provide supplemental snacks for your camper due to dietary restrictions or their specific needs, please contact our staff in advance.

### **SPECIAL NEEDS**

We strive to provide a positive and memorable experience for all campers. If your child has a special need, please contact our office so that we can get to know more about your child and provide you with the information you need to decide if Camp Luther will be a good fit for your camper.



# PREPARING YOUR CAMPER FOR A SUCCESSFUL WEEK AT CAMP

## Packing List

Our complete youth camp summer packing list is available [here](#). IMPACT and High School week may receive additional packing suggestions closer to their session dates.

## Homesickness: Prepare and prevent

Homesickness is a very normal and usually temporary response to being away from home. With intentional handling by you and our staff most homesickness can be prevented or overcome, leading your camper to feelings of independence, pride, and self-assurance.

Talk with your child before they leave for camp to create a game plan for homesickness. Here are some things you can encourage them to do if they feel homesick:

- Send an email or letter home.
- Think of one thing they're really looking forward to at camp.
- Hold an item from home (such as a stuffed animal, picture, etc.)
- Focus on one activity at a time.
- Share how they're feeling with their counselor or junior counselor.

**Please do not tell your child they can call home or be picked up early**, as this often makes homesickness worse, and makes it hard for them to fully investing in the camp experience. It is also very difficult as a parent to hear your child feeling sad on the phone and not immediately plan to pick them up. Tell them they can email or write you for encouragement!

**If your camper is experiencing homesickness to the point that it is significantly impacting their camp experience, we will call you to let you know and ask for your input on how we handle it.**

Our staff is well-trained in handling homesickness and will work with your camper to keep them well occupied and having fun. We never dismiss how a camper is feeling but rather acknowledge their feelings as normal and help provide support for them to become comfortable and confident at camp.

## CONTACTING YOUR CAMPER

### Phone:

Campers are not able to call home during the week unless you have made arrangements with the camp staff in advance. If there is ever a significant issue or concern with your camper, we will contact you as soon as possible. You may contact camp by calling the camp office at 715-546-3647 or using our parent communication textline at 715-200-4609. **We have a strict NO CELL PHONE policy for campers.** If found, cell phones will be confiscated for the remainder of the week and returned during pickup on Friday.

**Email:**

You may contact your child during their time at camp through the use of our camper email system. Go to [campluther.com/send-a-message](http://campluther.com/send-a-message) to send a message. Emails will be printed off and delivered to campers once a day at a meal time. Emails sent on the final day of camp will not be able to be delivered.

**Mail:**

During the check-in process you can drop off letters and packages with any of our staff to be delivered during the week. Please label any letters/packages with your child's full name and group (once you find it out). **For regular mail, please make sure that it is sent early enough so that it will arrive before Thursday afternoon.** Regular mail can be sent to the following address:

**(Camper's Name) | (Group Name)**

**Camp Luther**

**1889 Koubenec Road**

**Three Lakes, WI 54562**

**Camp Luther Swim Test**

We care deeply for our campers and understand that the swim test can be an anxiety-inducing event for some campers. Read on to learn exactly what the swim test entails so that you can help your camper know what to expect when taking the swim test.

Weeklong campers will take the swim test on their first day at camp following supper time. (Campers attending shorter programs will not take the swim test - they will instead remain in the shallow end of the swim area for their time at camp.) Our swim test consists of two parts:

- For the first part, campers jump off the dock into 4 feet of water, swim 20 ft in a front stroke, and then turn around and swim the same 20 ft with a back stroke. For this portion, we are looking to make sure that campers are comfortable with both strokes, are not doggy paddling, and don't need to stop to touch the bottom of the lake along the way.
- For the second part, campers jump off the dock into the deep end of our swim area and swim about 30ft out to one of our swim rafts, where they tread water for 1 minute. They then swim another 20-30ft to our second swim raft, where they float on their back for 1 minute. Finally, they swim 30ft back to the dock, and at that point the swim test is done. For this part, we are looking for comfort in the water during the treading and floating parts, and the endurance and stamina to complete the entire portion without flagging or needing assistance.

Our best encouragement to campers regarding the swim test is to remember that it's not a race, and it's better to swim steadily and confidently than to swim super fast. And for campers who don't pass the swim test - the shallow portion of our swim area is still a ton of fun! The water is 5ft deep at the deepest part, and it has water basketball, water volleyball, a slide, a water mat, and plenty of inner tubes to float around in.

## CELL PHONE POLICY

**Campers are NOT allowed to bring cell phones to camp.** At camp we believe strongly in the value of showing campers how to build close relationships and live in community. Providing an atmosphere free from cell phones helps create this community. If found, staff will confiscate the cell phone for the remainder of the session. Please do NOT pack a cell phone for your camper. If you are concerned about needing to get in touch with your camper during the week, please call our office so that we can make a plan together.

## CAMP PICTURES AND VIDEOS

We love getting to share your camper's experience with you! We are excited to announce that we will be using Waldo to share pictures taken throughout the week. **We will upload pictures to a Waldo gallery which you'll be able to access by going to [waldophotos.com/galleries](http://waldophotos.com/galleries) or scan the QR code with your phone and enter "CAMPLUTHER24" as the join code.** More information will be posted at camper check-in. We will be posting the photos from the week at the end of each session.

We also post pictures, videos, updates and more to our Facebook and Instagram pages. Follow us @camplutherwi.



## LOST ITEMS

Items left at Camp Luther after your child's time at Camp will be sorted. Items with names on them will be kept and an attempt will be made to contact the owner and return them. Items such as water bottles and under garments will be thrown away. All other items will be kept at Camp for two weeks. After two weeks, items in good condition will be donated. If items are returned to the owner, the owner is responsible for paying postage

### You can help avoid lost items by:

- Labeling all clothing and items brought to camp. A sharpie is your best friend!
- Encouraging your camper to keep up with their clothing and personal items at camp.
- Check the lost and found as a part of camper pick-up.
- During camper pick-up, make sure to double check you have removed all belongings from your camper's room or from the village wagon where their luggage is stored before departing camp.

### Lost and Found Return Policies:

- A flat \$10 shipping and handling fee will be charged for mailing any regular-sized lost and found items. For larger items, the shipping and handling fee will be the charged postage + \$5 packing fee.
- To pick up a lost item at camp, please stop by the office or ask a staff member to connect you with one of our office staff. We are not able to send lost and found items home with other campers - all items must be picked up through our front office.

## **CAMPER BEHAVIOR EXPECTATIONS**

Campers are expected to behave in a way that shows Christ's love and aligns with our mission of "building up all people." Respect for staff, Junior Counselors, other campers, themselves, property, and creation should be exhibited.

Because camp is a place where kids get to experience the life-impacting love and forgiveness of Jesus Christ, we want to do everything possible to keep kids at camp, while also caring for the safety and well-being of all campers involved.

The following are some examples of "tearing down" rather than "building up" behavior that could result in a camper being asked to leave camp:

- Physical altercation between campers, campers and JCs, or campers and staff
- Derogatory slurs directed at another camper, JC, or staff member
- Use of racial slurs or racially charged language
- Behavior or language that could be interpreted as sexual harassment or abuse
- Camper attempts to run away or leave the group

If a camper's behavior is continually negatively impacting their group or another camper(s), camp staff will work with the camper's counselors to identify causes of behavior and put in place a management plan with the goal of reducing problem behaviors. When possible, Camp Luther follows a progressive discipline process to work with campers to modify their behavior and be successful in their camp experience.

### **Progressive discipline process:**

**Step One:** 1-on-1 conversation with counselors setting clear expectations. Depending on the situation and the severity, this step may be repeated multiple times.

**Step Two:** 1-on-1 conversation with Full-Time staff setting clear expectations. Depending on the situation and the severity, this step may be repeated multiple times, and the parents of the camper involved may be contacted and informed of the situation at this point.

**Step Three:** Final conversation with Full-Time staff setting clear expectations. Giving the camper a final chance to make good decisions that will enable them to remain at camp. At this stage, the parents of the camper involved will always be contacted and informed of the situation.

## **CANCELLATION POLICY**

No refunds will be granted within 30 days of your camper session except in cases of illness, injury, and family emergencies. A prorated portion of the registration fee less your deposit will be refunded if a camper is sent home due to illness, injury, homesickness, or family emergency. If a camper leaves early due to disciplinary reasons, or parent request, no refund will be given. All refund requests must be made in writing. We recognize sometimes unplanned circumstances come up - please always feel free to call our office to discuss your specific situation.

## THE END

Congratulations, you made it to the end!!

We will continue to communicate with you leading up to the summer if we make any updates in our policies or requirements for this summer.

Get excited for your camper's time at camp-it's going to be a tremendous experience of making new friends, growing in their faith, and having a ridiculous amount of fun.

Please don't hesitate to contact us with any questions, concerns, or thoughts.

See you soon!

In Christ,

The Camp Luther Staff  
[office@campluther.com](mailto:office@campluther.com)  
715-546-3647

