



Whippoorwill
FARM DAY CAMP

Parent Handbook

Where kids get to be kids and
adventure is at every turn!

7840 Whippoorwill Lane Fairview, TN 37062
615-799-9925 • 615-799-8244 (fax)
whippoorwill@starband.net • www.whippoorwill.com

Welcome to Whippoorwill Farm Day Camp. We understand that as a parent you have many options for your child during their summer vacation and we appreciate being included. Since 1972, it has been the goal of this camp to create a safe and fun environment where children can grow in relationship with one another and learn more about what the outdoors can offer. Whether you are new to our program or have been coming for years, please take a look at what camp is all about and get your questions answered!

What's inside

Communication.....	2
Camp Policies.....	3
Health Policies.....	6
Transportation.....	8
Preparing for Camp.....	10
Directions.....	11

Communication

Absences:

Please call the camp office at 799-9925 to let us know your camper will not be attending camp on that day. If you know ahead of time, due to prior commitment, you may send a note with your child on the previous day. Your camper's director will call to verify your camper's absence and to check that everything is okay.

Early Pick-up:

If you need to pick up your camper early from camp, please send a note with your camper that morning or call the office. This way we can try our best to have your camper in the office, ready to go. When you arrive at camp, please go to the camp office where you will be asked to sign out your camper.

Contact Information:

You have many options for getting in touch with us. While camp is in session (June -August), you can reach us from 7:30 a.m. - 4:30 p.m. Questions regarding your camper can be directed to our Office Coordinator or the Executive Director.

From December - May, office hours are 9:00 a.m. -3:30 p.m., but we check voice mail and email frequently. We will try to get back to you within 48 hours.

Our website is updated throughout the year. You can check status of camp availability, check in on the animals and learn about our staff. During the summer, check the "session details" page one week before your camper attends to see what that sessions theme will be, and any other special events we have planned for your camper's session.

Mailing Address:
7840 Whippoorwill Lane
Fairview, TN 37062
Phone: 615-799-9925
Fax: 615-799-8244

Staff:

Shanelle Lambert-Rauh: Executive Director. Shanelle is the general camp director and supports the camp in the areas of programming, staff development and helping each camper have a quality experience. This will be her 10th summer at Whippoorwill and 6th as executive director.

Sidney Wooten: Director Emeritus. Sidney is the owner and original founder of Whippoorwill. She remains active and interested in all aspects of the camp.

Jeanna Roush: Registered Nurse. Jeanna is available during camp hours to assist with any first aid or medical emergencies. Jeanna also trains all other staff in basic first aid.

All other program directors and counselors are at least 18 years old. They go through a thorough interview process and a background check. Once hired, staff go through a 3-day training program where they explore childhood development topics, are trained in specific program areas, and notified of camp policies.

Camp Policies

Den Request:

We offer the opportunity for friends to be paired up with each other in small groups that we call Nature Dens. If your camper would like to share a Den with a friend, please provide the friend's name during the application process. To ensure your request, ask the other camper to request your camper on their application. Please check that the campers' session dates and ages match. An older camper may be placed in a younger camp group at the parent's request. A younger camper may not go to an older camp group.

Interest Groups:

Interest Groups or "sign-ups" are the most important part of the day and are what sets us apart from other camps. Campers sign up for two activities before lunch and three activities after lunch. Campers listen to the many activities being offered by the counselors and then choose what they would like to do that period. This is an important time for campers to make their own decisions. We encourage each child to try new activities throughout their week.

Sometimes an activity fills up due to space or equipment limitations. If this happens, your camper is encouraged to find another activity and to try the one that filled up at another time. If there continues to be a problem getting into the activity the camper wants, they may ask their Den counselor to assist in "pre-signing" them up on a specific time and day. The majority of activities are scheduled multiple times a day and throughout the week. We want every child to have the chance to participate.

Horseback Riding:

Riding a horse is every child's wish...until he or she sees how big the horses are and how high up they are when sitting on top! Camp Whippoorwill provides positive encouragement while taking all safety measures. We teach riding skills, actions, and attitudes that prepare a child to ride successfully. We are not a horseback camp, but we do enjoy giving campers a first time experience. Because of this, most campers will only get to ride once per week.

When riding, campers must wear socks and sturdy closed toed shoes (no crocs or water shoes). We do not require long pants, but female campers must be in shorts (no squorts). We provide riding helmets. Supervision includes two campers per instructor.



Photo by Peter Newsom



Camp Policies cont...

Visitors:

We love when parents come out to camp to see all the fun! Because our property is so large and safety is always first, we simply ask that you stop by the office before locating your camper so we know you are on property. You will sign in and receive a visitor's badge. We will help you locate your camper and provide a camp map for a self-guided tour. If you would like your camper to show you around, make sure your camper has told their Den counselor before walking around.

Discipline at Camp:

Camp is the perfect environment to promote social skills and self-esteem in children. To achieve this, we include age-specific groups and activities, low camper-staff ratios, positive reinforcement, group and individual decision-making, and attention to the individual needs of each child. The staff is trained in preventive disciplinary techniques and they are good problem solvers.

The staff explain the camp rules each Monday morning. The camp program at Whippoorwill is designed for each camper's success! Staff are always supervising campers in all areas: leaving the bus each morning, walking with campers to and from their activities, supervising all camper activities, and supervising Den time. Staff sit with campers during council ring (when the entire camp comes together for songs, announcements, and sign-ups).

Camp Rules:

1. Water from the creek is not for drinking. Water fountains are conveniently located around the property.
2. Camp is a no pushing, shoving, or teasing zone. We are considerate of the feelings of others in our Den and during activities.
3. All campers, staff, and visitors must wear shoes at all times.
4. We do not catch snakes in the creek, fields, or woods at camp.
5. We respect all living creatures and do not grab for or harm lizards, salamanders, frogs, crawdads or other living creatures. We do not blatantly destroy nature.
6. We do not carry or run with sticks. The only exception to carrying sticks is when gathering dry wood for the campfire during cookout days.
7. We do not throw rocks, sticks, sand, or gravel.
8. We do not leave the group or activity without telling a counselor.
9. We do not run or engage in horseplay at the pool.
10. We do not swing or whip towels at other campers or objects.
11. We do not jump or walk on benches.
12. We do not cling or hang onto counselors.
13. Pocketknives and other items that might be considered weapons are not allowed at camp.
14. Campers must sign up for activities and stay with their group during those activities.
15. We do not purposely mess up the camp bathroom. If an accident occurs, we whisper the problem to a counselor and the proper cleanup will occur.
16. We do not climb trees, except for Teepee campers signed up for the Tree Climbing activity.
17. We do not use offensive language.

Camp Policies cont...

Cancellation/Refund:

Please visit our website for current session costs and dates. A non-refundable deposit of \$110 is required per camper, per session, to enroll in camp. All balances are due one month from the first session date attending. (For example: session 2, which begins on June 2, requires that the balance be paid in full by May 2.)

Cancellations must be made at least 2 weeks in advance of the session your camper is attending to be eligible for a partial refund. Cancellations made 2 weeks or less before the camp session are ineligible for any refunds.

Trading sessions:

Once enrolled, we will allow switching sessions or trading with another camper, as long as space allows. If we are at capacity for a particular session or a particular age group, we may not be able to move your camper to that session.

We understand that life happens and that sometimes things come up. The staff is willing to work with you the best they can, but decisions will always be made based upon space availability and the best interest of campers and staff.

Wait list:

Whippoorwill does have a wait list and we will go in order if any space opens up in a session. You may call the camp office to be added to the waitlist for any session.

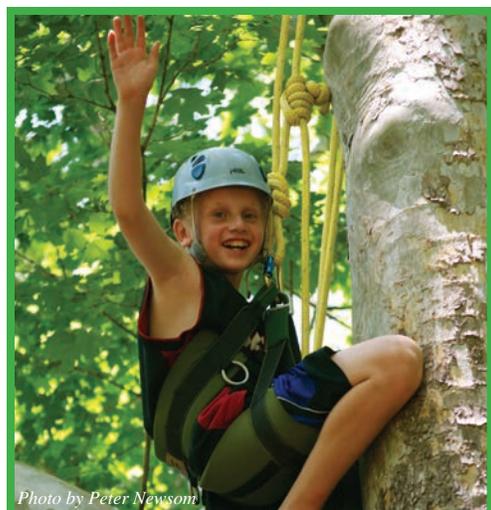


Photo by Peter Newsom



Photo by Peter Newsom

Health Policies

Nurse:

Whippoorwill is very lucky to have Jeanna Roush as our camp nurse. Jeanna currently works as the school nurse for Hillsboro Elementary Middle School. She has more than 30 years of nursing and camping experience and she will begin her fourth summer with us on the farm. Nurse Jeanna will assist with minor cuts and bruises, sun burn, insect bites, fevers, and special medicines (just to name a few). Nurse Jeanna will use her professional judgment to determine when a camper should be sent home or when more medical attention is required.

Special Needs:

At Camp Whippoorwill, the health and safety of each camper is very important to us. Our staff provides close supervision for all campers. Camp Whippoorwill is not a camp for children with special needs and is not equipped to provide such services. We are in a rural, somewhat remote location. Our facility is hilly and rocky, which can make walking from one area to another difficult for some children. If a child with special needs is to be considered for camp placement, the following criteria must be met:

1. The Health History must include specific details for the child's needs.
2. The parent needs to contact the physician treating the child for that condition to obtain a letter of release supporting the child's attendance at camp and listing any special accommodations that need to be met.
3. Agreement and approval must be received from the camp nurse and camp director.

The camp may determine that the camper's special needs require additional help beyond our program capability. In some instances, in order to accommodate special needs, a one-on-one counselor/camper ratio may be arranged at an additional cost. Please call the camp office at 615-799-9925 to discuss the specific care your camper may need before you register them.

Medication:

If your child needs to take prescription or non-prescription medication while at camp, please follow these steps:

1. A medication form can be downloaded from our web site, or you may call the camp office to have one faxed to you. Complete all the information and return the form, along with the medication.
2. All medications must be stored in the Whippoorwill health center. (An exception to this may be for campers with asthma. They may carry their inhalers when they provide a letter from the doctor stating they are able to carry their inhaler). All medication must be in an original, labeled container. If the medication is prescription, the pharmacy label with the child's name must be on the container.
3. Please give all medications and specific physician instructions to the bus driver on Monday morning. The bus driver will return your medication on the Friday afternoon of your last session. Please do not forget to pick the medication up.
4. The camp will not give campers any medications that are improperly labeled or not prescribed by a physician. We will call parents and/or physicians about any medication questions.

Health Policies Cont...

Health History Form:

A health history form is required before registration is considered complete. You can complete the form online when you register, or include the form with your mailed in registration. The health history form does not require a physician's signature or a physical.

Immunizations:

Immunization records must be on file for all new campers, campers that have just completed the 7th grade, and campers that received updated immunizations during the last 12 months. You can fax or email immunization records to the camp office. They must be on file by April 1, 2014.

How you can help:

Camp Whippoorwill provides children with a unique outdoor experience. Along with that experience come some risks. We need your help managing these risks:

- The sun and risk for sunburn: Campers need to apply sunscreen before leaving home, and bring sunscreen with them to reapply during the day! Hats are recommended.
- Shoes: Campers need to wear shoes that will protect their feet for the variety of activities offered throughout the day. Flip-flops are cute, but they provide no protection. Crocs also do not provide protection. Water shoes, Tevas, and closed toed shoes are recommended. If horseback riding, children must wear closed-toed shoes
- Biting/stinging insects: There are some safe children sprays for insects that will help protect them.
- Heat/dehydration: Campers need to be reminded to drink at least 6 – 8 bottles of water containing at least 8 oz. of water per day to stay hydrated while playing in the hot sun.
- Allergies: Please be sure to remind your camper to avoid anything they are allergic to, and let the camp office staff know how you treat any reactions they may have.



Transportation

Buses:

Whippoorwill buses pick up campers at central points in West Nashville, Brentwood, and Franklin. The times listed below are when buses depart from the stop in the morning and afternoon. Please plan to be at your camper's stop at least five minutes before the posted time. If you are late, go to the next stop listed on that route.

Bus Routes

St. George's Church	4715 Harding Rd.	8:00	4:15
St. Henry Church	6401 Harding Rd. (Hwy 70)	8:15	4:00
Harpeth Valley School	7840 Old Harding Rd.	8:30	3:45
Elmington Park	Bowling and West End	8:00	4:20
Woodmont Christian Church	3601 Hillsboro Rd.	8:10	4:10
Lipscomb Elementary School	8011 Concord Rd.	8:00	4:20
Jim Warren Park	Hwy 96 & Boyd Mill Ave	8:30	3:50
Hillsboro Presbyterian Church	5820 Hillsboro Rd.	8:00	4:20
Christ Community Church	1215 Hillsboro Rd.	8:20	4:00

Routes, times, and order of stops may be modified to avoid overcrowding on any one bus. Parents will be notified of any change via email and/or website update.

Bus Stops:

Whippoorwill is very lucky to have such great bus stops for our use. These are churches, schools, and parks that allow us to use their public parking for 9 weeks during the summer. We ask that all parents follow any posting and rules that the individual stops have on their property. It is a favor that we use these areas and we hope that all parents and campers respect the space we are given. If staff at the bus stop ask you to move your car or make any other request, please follow their direction.

**All bus drivers are certified Williamson County bus drivers.
At least two counselors are on every bus to help lead games
and songs and to handle any discipline or emergencies.
We ask that all electronic devices be left at home or kept turned
off inside backpacks.**

Transportation Cont...

Policy for Bus pick-up in the Afternoon:

When the bus arrives in the afternoon at the stop, all campers will line up on the side of the bus and wait for a parent or guardian to physically pick up their camper. The bus counselor will stand with the camper and must see the parent or guardian come to the bus to pick up the camper.

If you are late picking up your camper, the bus driver will wait at the last stop with your camper until you arrive. The bus driver will allow a 5-minute courtesy time after arriving at the last stop in the afternoon. After the 5 minutes, there will be a \$1.00 charge per minute. The driver will give you a copy of the bill for their time and the other copy will go to the office. Please make checks payable to Whippoorwill Farm Day Camp and pay within 24 hours.

Car riders:

If you drive your camper to camp, you should drop-off at Whippoorwill between 8:50-9:00 a.m., and pick-up at Whippoorwill between 3:20-3:30 p.m. Please bring your camper to the front Gazebo and check in/out with our Car Rider Counselor.

Notes:

Please send a note with your camper in the morning if:

- You are picking up your child early at camp.
- Someone else is picking up your child at camp or at their bus stop.

Bus changes:

Please make transportation changes one week in advance of your registered session; if a change is made during the camp week, a fee of \$15 will be charged.



Preparing for camp

What to Bring:

- swimsuit
- towel (optional)
- change of dry clothes
- creek shoes
- closed toed shoes (if wanting to horse-back ride or rock climb/rappel)
- water bottle
- sunscreen/bug spray
- disposable lunch

All of this can be kept in a backpack or sack. The bag can stay in your camper's Den throughout the day.

What not to bring:

- Electronics (i.e., Mp3 player, cell phone)
- Expensive clothes or jewelry
- Trading cards (i.e., Pokeman)
- Expensive cameras
- Pocketknives or anything that may be perceived as a weapon

Lunch:

Campers need to bring a lunch with them every day with the exception of Teepee and Teepee Elder campers (grade 4th-8th) who will cook out on Thursdays. Campers play hard before lunch and therefore need lots of fuel to get them through the rest of the day. Please pack healthy and hearty lunches and stay away from the sugary drinks and snacks. We will provide an afternoon snack before bus dismissal. If a camper forgets the beautiful lunch you slaved over in the morning, we will make sure they do not go hungry. A lunch will be prepared for them in the office. If this happens more than once in a session, a charge of \$5 will be added to your account.

Snacks:

A camp snack is provided every afternoon to all campers. Snacks usually include a popcicle, rice krispie treat, or fruit snack. If your camper has allergies, we will provide an alternative snack.

Camp T-shirts:

Whippoorwill T-shirts are available for purchase through online registration and all week long at camp. The cost is \$15. In order to guarantee your camper's specific shirt size, T-shirts should be ordered through registration. If you do not purchase a T-shirt with your registration, an order form will be sent home at the end of the day on Monday of the session your camper is attending. Ask the bus counselor if you need an additional form. We will distribute T-shirts to your camper when we receive your request and payment.

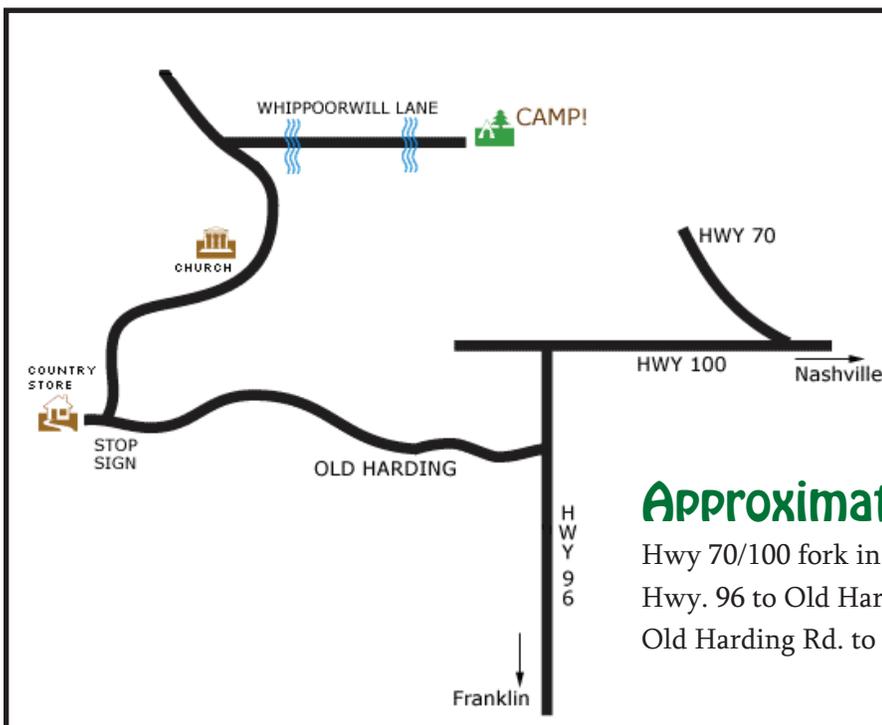
Thursday's are Tie-Dye days at camp. You may send a white 100% cotton T-shirt or pillow case with your camper on Thursday. Whippoorwill does sell white T-shirts for \$5 to save you the last minute trip to the store. You may purchase the shirt on the order form sent home on Monday's.

Directions

Driving Directions:

Whippoowill is located in the small community of Fernvale in Williamson County. Here are driving directions from Nashville:

- Take Harding Road (West End Avenue) past Belle Meade to the Highway 100/70 fork. Follow directions for Highway 100.
- Follow highway 100 for 11.4 miles and then turn left on Highway 96.
- Go .7 miles on Highway 96, and then turn right on Old Harding Road to Fernvale.
- Follow Old Harding Road for 5 miles. You will reach a stop sign.
- Turn right at the stop sign (Fernvale Rd.). It is 3/4 mile from the stop sign to the camp entrance. The camp will be on your right.
- Turn right on Whippoowill Lane (there is a camp sign) and follow the gravel road past the buses to the house on your right. This is the camp office!



Approximate Mileages

Hwy 70/100 fork in Nashville to Hwy. 96 intersection: 11.4 miles

Hwy. 96 to Old Harding Rd.: .7 miles

Old Harding Rd. to camp entrance: 5.8 miles