

# CAMP TIMBERLANE

**FAMILY HANDBOOK 2025**





Dear Timberlane Parents,

As we gear up for the summer of 2025, we are filled with immense excitement about welcoming your campers to Camp Timberlane for what promises to be an unforgettable season. This Parent Handbook will help you discover all the essential information necessary to prepare your campers for their upcoming adventure. We encourage you to peruse its contents thoroughly, share it with your campers, and retain a copy for future reference.

Camp Timberlane is a community centered on creating a safe and fun environment that encourages personal growth and self-confidence and challenges campers to step out of their comfort zones. To achieve this, we have a few essential policies for your camper to abide by during their time at camp.

We eagerly anticipate the opportunity to partner with you for another extraordinary summer at Camp Timberlane. Please reach out with any questions before the summer begins or while your camper is at camp.

Benches Up,

Sam



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## **IMPORTANT DATES**

May 1st - Final Payments Due

May 15th - Forms are Due

June 16th - First Session Begins!!

July 12th - 1st Session Ends

July 12-13th - Visiting Weekend

July 13th - 2nd Session Begins!!

August 8th - Camp Ends



# CAMPANION

This summer, we are excited to continue to use Camp Minder's CAMPANION APP to bring our parents closer to their camper experience. This free app is incredible, and you will love using it for photos, emails, forms, camp updates, and more!



## CAMPANION

To Access & Set-Up Companion:

1. Download the Companion App
2. Use your CampInTouch Account email address and password to log in.
3. Ensure push notifications are enabled within your phone settings to receive important updates from camp!
4. Check out the app!
5. If you need any help with Companion, please call 303-444-2267.



# FORMS

Please review and complete all camp Forms by following the directions below. You can complete the forms using the Companion app and CamplnTouch on a browser.

## How to Access Forms from Companion

1. Open the Companion App on your phone
2. In the top, left-hand corner, click on the three lines
3. Click on "Forms"

## How to Access Forms from a Web Browser

1. Go to [www.camptimberlane.com](http://www.camptimberlane.com)
2. In the top, lefthand corner, click "Login"
3. Log into your account
4. Click on "Forms & Documents"

## Forms Checklist - Due May 15th

- Transportation** – this confirms your travel plans for your camper
- Camper Personal Survey** – letting us know a little about your camper
- Camper Questionnaire** - we want to know how your camper is feeling
- Cabin Mate Request** – if your camper has someone he is already friends with, you can make a cabin request.
- Health History** – parents fill out the basic health information for us
- Mental, Emotional, and Social Health** - please fill out health information for us
- Insurance** - forms just in case your camper needs to go to a doctor. We will always call and let you know this is happening
- Consent** - forms just in case your camper needs to go to a doctor. We will always call and let you know this is happening
- Physicians Exam form** – Wisconsin requires that your camper have seen a doctor in the last 12 months. The doctor can sign this form to help with that basic information.



# PACKING FOR CAMP

This is our [2025 Packing List](#). Please follow the list to ensure your camper is prepared for this summer at Timberlane.

## Notes about packing for your campers Timberlane Experience

- Timberlane Gear - Make sure to Order your Timberwear for the summer. We have a pop-up shop that we will send in the spring.
- Labeling - Label your camper's stuff - It is essential to mark your camper's name on his belongings.

## Required Equipment

- **RAINGEAR:** This is REQUIRED EQUIPMENT! Good ponchos or long raincoats with hoods are fine, but cheap ponchos or simple windbreakers are not okay.
- **WATER SHOES:** It is also important that you send some old gym shoes for river and lake trips. The boys MUST wear fully protective shoes while swimming at locations away from camp. Aqua socks do not count.
- Trip Equipment - There is very little you need to have that is specially purchased for trips. But we do ask that you send your camper with the following.
  - **Boots** - This is **Required**. At times, kids do not bring boots because they have told their parents they don't plan to go on such a trip, and then, they very often change their minds.
  - **Sleeping Bag** - This is also **Required**. Make sure to pack your camper with an adequate sleeping bag. Synthetic fill is better than down. The smaller the bag, the better; it must fit in a stuff sack.

## Please Remember

- **FLIP FLOPS:** Flip flops are allowed at camp. However, we will restrict footwear to closed-toe athletic shoes each night before dinner.
- Things that need to stay at home
  - Cell Phones
  - E-Readers
  - Apple watches or any smartwatch
  - Skateboards, razor boards, hoverboards, roller skates
  - Squirt guns of any size, Paintball guns or supplies, Slingshots
  - Disposable mattress pad of any type
  - Hair-cutting or dyeing supplies
  - Protein drinks or mixes



## CAMPER TRAVEL

Campers can ride our chartered coach buses from Chicago or Milwaukee. All flying campers will fly to Minneapolis and then ride a coach bus to camp. Finally, campers can get dropped off at camp.

### **Bus to Camp from Chicago and Milwaukee**

- 1st Session Departure Date to Camp - June 16
- 2nd Session Departure Date to Camp - July 13<sup>th</sup>

### **Chicago Bus:**

- Location - Highland Park Petco parking lot, 1616 Deerfield Rd in Highland Park, IL
- Timing - Meet by 9:30 am. Once we have all campers there, we will be leaving.

### **Milwaukee Bus**

- Location - HOMESTEAD HIGH SCHOOL parking lot, 5000 W. Mequon Rd.
- Timing - Arrive by 11:15 A.M. We will plan for an 11:45 A.M. departure

**LUNCH ON THE CH/MIL BUS:** Please pack a lunch for your camper. We will stop along the way at a park to eat. When packing your camper's lunch, please consider the following:

- Due to allergies, please do not pack any peanut-containing foods. Instead of peanut butter, you could use "Wow Butter," a non-peanut alternative.
- Pack in a disposable container (i.e., paper bag).

### **Dropping Off Campers at Camp**

- 1st Session - The drop-off process is fast. To facilitate that, we'll greet you at your car, help you unload your camper's stuff if you brought it with you, and let you walk with him to the cabin so you can take a peek.
- 2nd Session
  - a. If you want to spend some time seeing camp, you can come in on Saturday, during our Visiting Weekend events. We'll ask you to call ahead of time. You'll be able to walk around, see camp, meet some kids and staff, and then you'll depart with your camper, to return on Sunday to drop him off.
  - b. If you are unable to come in on Saturday, you can bring your camper to camp and drop him with us on Sunday. If you arrive early enough that morning, you can spend some time looking around.



## Flying to Camp

Campers who will fly to camp must coordinate their flights with us. We have kids flying in from more than 20 different cities. We use **Travel One**, a travel agency with many years of experience working with camps. Though we do not require their service, we highly recommend booking your campers' airfare through Travel One.

Travel One has experienced advisors ready to assist you with your reservations. They are knowledgeable of Camp Timberlane and our travel requirements. If you have questions concerning routing or fares or are deviating from round-trip travel, please contact their office. To make a reservation, you may call (844)803-9683 and ask for a camp advisor **OR** email [camps@traveloneinc.com](mailto:camps@traveloneinc.com)

### **Unaccompanied Minors**

Camp has the utmost confidence and success with the unaccompanied minor (UM) programs provided by our chosen airlines. If applicable, you will be responsible for the round-trip UM service fee. You must also check in at the airline ticket counter to process the UM paperwork, so please allow additional time for the airport check-in procedure (minimum of 2 hours). A Timberlane representative will be at the gate in Minneapolis to meet your child. The latest information concerning UM travel will be enclosed with your updated itinerary three weeks before departure.

Minneapolis/St. Paul is a Delta Airlines hub, so we strongly prefer Delta. We have been using their UM program for many years and find it the most accommodating and least restrictive. Delta's dedicated UM phone number is 800-325-8847.

Airlines will require details for the chaperone to meet them at the airline gate. We will update this information a few days before your camper travels to camp, as we have yet to learn the chaperones. You may temporarily provide the following information to the airline:

Person to Meet my Child:	Sam Kahn or a Camp Timberlane Representative
Camp Address:	Camp Timberlane for Boys, 11400 Airport Rd. Woodruff, WI. 54568
Camp Phone:	(715) 356-6022

**\*You must update this information after we email you updated chaperone details.**

### **Booking a Flight**

Delta Airlines has provided Camp Timberlane discounted camp fares that should be cost-competitive with any airline offered for similar summer travel. These special fares are in the form of an upfront discount. Suggested flights can be found on the chart below. In addition to specially negotiated camp fares, Delta Airlines assists the camp with baggage collection and the check-in process on camp departure days.

If Southwest Airlines is an option to/from the destination, the flight schedule will be listed below. Southwest offers nonstop service to and from Minneapolis/St—Paul Hubert H. Humphrey (Terminal 2). Travel One will verify with camp to ensure Timberlane representatives are at that terminal. Please note that Southwest only allows unaccompanied minors on direct flights.



## BAGGAGE INFORMATION

We only permit duffel bags to be used. Please, no foot lockers or hard-sided luggage. Each camper can have up to 2 duffel bags. All bags are unpacked when the boys arrive at camp; the empty bags are stored in separate storage bins.

### Bus Riders

Your camper's duffels will accompany him home on the bus. You will drop them off with our staff at the bus on the day that the campers leave for camp.

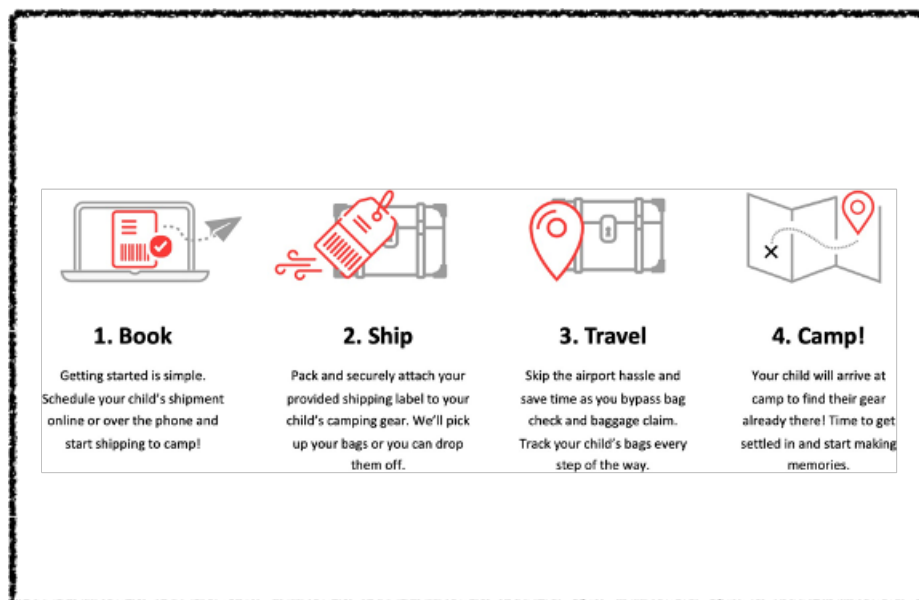
### Flying Campers Luggage

Duffel bags are the way to go: no suitcases or foot lockers (trunks). The airlines allow up to 2 checked bags and charge a fee for both. Each airline differs a bit in its treatment of luggage, but most charge a substantial fee for overweight bags (in excess of 50 lbs). So we strongly recommend you use 2 smaller duffels that weigh under 50 lbs rather than one humongous duffel that will exceed that weight.

**BAGGAGE TAGS:** We will mail you Timberlane baggage tags well before travel day. Please put one on each of your camper's duffel bags.

**Shipping Bags to Camp:** We are using Ship Camps to ship your bags to camp this summer. They are a great company that is part of Ship Sticks. They will pick up and ship your bags, and they make it very easy.

Please use the following links for Ship Camps - <https://shipcamps.com/timberlaneforboys>





# MEDICATION

This year, we are excited to partner with Rosen Pharmacy for all medication needs. After some reflection and understanding of other camps, we have realized that having all medication filled and packaged by a pharmacy is best for our campers and medical staff. Please see any FAQs and next steps below.

After you have completed the medical history form, please use this [link to the Rosen Pharmacy](#) to complete their form with all of your medications, both prescription and over-the-counter. It is essential that if your camper takes **ANY regular medication (prescription or over the counter)**.

## Medication FAQ

- **Do I need to fill out the medication form?**
  - All medication taken regularly (2x a week or more) must be filled through our partner pharmacy. This includes prescription and over-the-counter medications, such as vitamins and allergy medications.
- **What does regularly mean?**
  - Anything your child takes two times a week or more. For example, we do not need you to list medications such as Tylenol if they only take it for a headache; we have that at camp! All prescription medications must be filled through the pharmacy, too.
- **Why can't I just send my campers meds with them?**
  - We must follow specific standards for medication administration at camp as required by our local and state health departments as well as the American Camping Association. Our partner pharmacy packages the medication in accordance with the required standards, making administration safe and efficient for your camper.
- **What is the cost?**
  - There is a \$25 packaging fee per session, plus the cost of the medication. All unused medication will be returned to you at the end of the summer!
- **What if I am late?**
  - There will be a \$50 late fee if the medication form is not filled out by May 1st.
- **What if I send my campers' meds to camp?**
  - If you send medications that we have to package at camp, a **\$150 fee per session** will be added to your account for the required labor and materials.
- **Can the pharmacy get specific medication my camper takes?**
  - Yes! Our partner pharmacy will work with you to get the specific medication your camper needs so that their health is consistent at home and at camp!
- **What about Epi Pens and Inhalers?**
  - Please list EPI Pens and Inhalers on the form in case your camper needs a refill while at camp. The pharmacy will not fill these, and you will send these emergency items on the bus with your camper. However, if your camper needs a refill while at camp, the pharmacy will be able to fill it for us throughout the summer and ship it to camp!



## VISITING WEEKEND

We welcome you to the Northwoods of Wisconsin for the weekend to see your camper, meet his counselors, and enjoy the beauty of the North Woods. We invite full-season camp families and 4-week campers families.

### **2025 Visiting Weekend Dates & SCHEDULE:**

Saturday, July 12, 2025 at 10:00 am through Sunday, July 13, 2025 at 12:00 pm.

#### Schedule for Visiting Weekend

#### **Saturday, July 12, 2025:**

10:00 AM - Gates open. Families and campers reunite

10:00 AM - Activities are open for your campers to show you what they have been doing. Or you can take your camper with you out of camp. Activities are open until noon

8:00 PM - Campers must be back in camp for our visiting weekend campfire.

#### **Sunday, July 13, 2025:**

8:30 AM - Breakfast Buffet - Please join us for an excellent breakfast.

9:30 AM - Camp Activities and Spending time with your camper.

12:00 PM - Visiting Weekend is over. Parents and families depart

#### Visiting Weekend Notes

- We invite any first-session families to stay around, see their campers show their skills at activities, and join us for the campfire.
- All full-season campers must sleep in camp on Saturday night.
- We ask that you refrain from bringing any food to camp.



# COMMUNICATION

Parents can communicate directly with Camp, including the health center staff, administration staff, and Sam, via phone or email.

## Timberlane Contact Information

- The camp line - (715) 356 - 6022
- General questions - [office@camptimberlane.com](mailto:office@camptimberlane.com)
- Sam's Email - [sam@camptimberlane.com](mailto:sam@camptimberlane.com)

## Letters from your camper

Your camper will write you twice/week while he is at camp. "Letter Writing Day" is typically on Mondays and Thursdays, though it is often subject to change.

## Communicating with your camper

In addition to writing letters and sending them through USPS (see mailing address below), parents and relatives can use a One-Way emailing service through the Companion App or Camp-In-Touch. You type it and send it; we will print it out and put it in your camper's mailbox. That simple! We print emails at 11:30 a.m. Monday through Saturday.

The day after your camper arrives at camp, we'll send you an email with his cabin name and number for you to include when you address letters to him. Please address them as:

Camper Name \_\_\_\_\_ Cabin # \_\_\_\_\_  
Camp Timberlane  
PO Box 1188  
Woodruff, WI. 54568

## Some advice about communication with your campers.

- Keep your letters positive, brief, and newsy. Avoid information that may suggest your camper is missing a fun time at home or his family is "hurting" without him.
- Ask questions about what they are doing at camp. What is your favorite activity? What is your favorite meal so far?

## Are you traveling while your camper is at camp?

If you are going away and will NOT have cell phone service, please email your travel dates and details to [office@camptimberlane.com](mailto:office@camptimberlane.com)

## Correspondence with Camp.

We will post camp news on our blog and a weekly podcast throughout the summer. We will also post on our social media pages; please make sure you follow us. Photos will be posted daily and are accessible via Companion app. Please be patient if you do not see a photo of your camper - our photographer will capture everyone as soon as possible.

You will receive an email halfway through the session with a little update from your camper's counselor. At the end of the summer, you will receive a more detailed letter about your camper's experience from one of their counselors.



# TIMBERLANE POLICIES

Timberlane takes these policies seriously to ensure your campers get the most out of their experience and create a safe environment. We will confiscate prohibited items.

## Unplugged Policy

- We maintain an environment that is as “unplugged” as possible for our campers. We just need some help from you. Our policy is not negotiable! To avoid hurt feelings or bad will right from the start of the summer, we ask that you ensure your camper complies with our rules.
- WHICH DEVICES ARE *NOT* ALLOWED?
  - Computers
  - Cell phones
  - E-Readers
  - Electronic games of any size
  - Wearable technology (i.e. Apple Watches, Google Glass)
- WHICH DEVICES ARE ALLOWED?
  - You can send any music player that meets the following requirements:
    - It cannot play games
    - It cannot play videos
    - It cannot have Wi-Fi capability

## Package Policy

- Please refrain from sending any kind of package to Timberlane during the summer. Limited exceptions include:
  - Publications such as books, magazines, and newspapers can be mailed to camp. However, those mailings will be opened by our office staff and examined to be sure no candy or other food items found their way in and to make sure any publications are appropriate for camp.
  - ONE birthday package (provided it falls during the summer). This should not contain food, candy, or beverages of any kind.
  - Necessities- If your camper forgets a critical item, please contact camp for approval and mail the item in a package addressed to Timberlane Office. Also, be sure to reference your child's name on the label. We will open the package and present your child with the item when it arrives.
- *Unapproved packages will be handled in one of two ways. We can either send them home at the expense of their sender, or we can donate or dispose of their contents.*

## Food

- No food items of any kind can be introduced into camp. Please rest assured that your camper will be presented with plenty of choices when it comes to eating, and there will never be a food shortage. In addition to great meals, we offer fantastic desserts and candy from “canteen” multiple nights per week.

## Other Prohibited Items at Camp

- Pocket Knives, Firearms, Fireworks, Alcohol, Illegal Drugs, Tobacco, E-cigs, and Vaping Materials are not allowed at camp. Should any of the above items be found at camp, we reserve the right to send your camper home.



## ODDS & ENDS

### Birthdays

If your camper will celebrate their big day at camp, that's awesome! Camp birthdays are tons of fun, and a few different things will happen throughout the birthday.

- Birthday Phone Call - We will email you ahead of your camper's birthday to schedule a time for you to have a brief (10-minute) phone call with him.
- Birthday Cake - Before his birthday, our camp cook will chat with your camper to find out what kind of birthday cake he wants. On the big day, we present it to him publicly and noisily, with candles and all! And the whole camp sings him a traditional camp birthday song.
- **BIRTHDAY PACKAGES** - 1 birthday package (providing it falls during the summer, of course). This should not contain food, candy, or beverages of any kind.

### Billing

- Tuition: Basic camp fees. Includes the following:
- SPENDING MONEY: There are few times when money is needed by the boys while at camp. One of those times is Cruiser Day, which occurs three times each session. We require \$100.00 per four weeks to be kept in your camper's Spending Money Account. Any money left over at the end of the summer will be credited to your account on your end-of-season statement.
- RESERVE ACCOUNT: This account will remain on the books throughout the summer, and any charges will be deducted from that amount at the end of the summer. You should note that this count is NOT available for your camper to use as spending money! If a surplus of cash is left in the account, you will receive a refund check along with your statement. If the charges exceed the amount in the account, you will be billed for the outstanding balance on a statement.
- Excess Laundry: For loads in excess of 16 pounds, the laundry service may charge an additional fee.
- AIRLINE BAGGAGE CHARGE: The airline charges a baggage fee from most cities. We will put the baggage charge into your account when we
- FLIGHT CHAPERONE FEES: If an adult from camp (or parent) accompanies a flight, thereby avoiding Unaccompanied Minor charges, we will split the cost of the adult's ticket(s) among the traveling campers who would otherwise have to fly as Unaccompanied Minors.
- QUETICO CANOE TRIP, SAND RIVER TRIP, ISLE ROYALE TRIPS, APOSTLE ISLAND SEA KAYAK TRIPS: If you have registered for the 10-day Canadian Canoe Trip, either of the Isle Royale Backpack Trips, the Sand River Trip, or either of the Apostle Island Sea Kayak trips, the fees are included on your billing statement.