

Medical

Student Health Form: Students must have the Consent for Treatment and the Health History Questionnaire filled out and signed by a parent or guardian to be presented at the time of registration. You will not be allowed to register without these forms. These forms will be kept in the dormitory in a secure location. If medication is to be administered by the Shell Lake Arts Center staff, it must include written instructions on the release form. All medications will be kept in a secured location and given as directed by Shell Lake Arts Center Staff. A record of all medication and treatments will be maintained.

Please write your health insurance policy number and name of insurer on your medical form.

Injury or Illness: All students, except those on sick call, are expected to be in class. ALL accidents should be reported to a camp counselor as soon as possible. First aid supplies are available. All counselors are first aid trained and CPR certified, and the camp physician is on call. If you become ill during the day, report immediately to the counselor on duty or the camp office - whichever is closer.

If outside medical assistance is needed, it will be arranged for at that time and parents contacted. The Shell Lake Clinic and the Spooner Health System provide medical services - both within 15 minutes of camp. North Memorial Ambulance Service is also on call as needed. The student must purchase any medications prescribed. In case of serious illness, the parents will be contacted for advice as to proper procedures.

Rules

1. There is one general "umbrella rule" for students, which will be used as a guide for the items mentioned in this handbook: Do NOT do anything without having a GOOD reason for doing it. If you have any doubt, ask your counselor. Use good sense.
2. Any student found to be in possession of another's equipment or personal items will be dismissed from camp following a phone call home. There will be no refund.
3. No one, regardless of age, will smoke, use alcoholic beverages or use any form of drugs on the premises while in attendance. Violation of this ruling will result in immediate dismissal from the program with no refund.
4. Middle or high school students are not permitted to ride in a private car except under the direct supervision of one of the Shell Lake Arts Center Staff.
5. It is understood by each student who attends camp that s/he agrees to abide by the camp rules. Disobedience of these rules may be cause for dismissal from camp with no refund. (Middle and High school students, please note the enclosed signature form.)

If there are any questions regarding the Handbook, please feel free to contact:

Tara Burns, Executive Director
Shell Lake Arts Center
PO Box 315
Shell Lake, WI 54871
(715) 468-2414.
tburns@shelllakeartscenter.org

Participants are admitted without regard to race, color, national origin, age, or handicap. Shell Lake Arts Center is an inclusive organization, and we accept all artists and musicians.

Camp Handbook

Shell Lake



Center

Shell Lake Arts Center
PO Box 315
802 First Street
Shell Lake, WI 54871
(715) 468-2414
Fax: (715) 468-4570
info@shelllakeartscenter.org

**Read before
coming to
camp!**

www.shelllakeartscenter.org

Parents and Students:

Please read through this handbook before coming to camp!

The Shell Lake Arts Center is designed and programmed for middle and high school students. Because of the nature of the Center, this handbook is designed and written so that it will be informative to all ages. It is distributed to make your stay in Shell Lake a more enjoyable experience. The statements made in this handbook are general, and may be altered when necessary for specific programs.

A general meeting covering camp regulations will be held on Sunday evening in the Shell Lake Arts Center Auditorium for all residents of the dormitory. Camp regulations are included in this handbook - please go over them and have both the camper and a parent sign the waiver form saying that you understand and will abide by the regulations and the consequences.

Arrival and Departure

Arrival: The primary method of transportation to Shell Lake is by automobile. If students bring their own car to camp, they MUST park them in the designated area and LOCK them. Student vehicles are not to be used during the middle and high school camps. Car keys will be held by the Center Office in a secure location until students are checked out of the dormitories.

Departure: Check out times vary depending the camp. Please see your camp packet letter for specific information on check out times for your camp. When students leave at the end of the week, they need to make sure that they have all of their belongings. A counselor will check the dormitory room and immediate area to see that it is left in good order. The counselor will collect the room key at this time. Once you have checked out of the dorm, the Center is no longer responsible for your personal belongings. You are not to return to the dorm area following checkout.

Dormitory Procedures

Counseling Staff: A professional counseling staff is on duty 24 hours every day in the dormitories. Our counselors are college students who have received training in first aid and CPR. The role of the counseling staff is to provide a safe and fun atmosphere for students.

Bedding: Bedding is not provided. Each student needs to bring the following items to camp:

- Towels and wash cloths
- Pillows, sheets, blankets or a sleeping bag.

Valuables: Personal belongings such as radios, jewelry, cameras, etc. are the responsibility of the student. If brought to camp, it is suggested that they be kept locked in the room when not in use.

Dormitory Procedures:

- The dormitory will be inspected periodically for open food containers on the floor and for general cleanliness.
- The dormitory furniture will not be taken outside of the dormitory.
- The only visitors allowed in the dormitory are members of the students' family.
- Keep the rooms locked when they are not occupied.
- Damages to a student's dorm room will be paid for by the student prior to checkout.

- Students may not bring any item to camp that may interpreted as a weapon i.e. pocket knives, pellet guns, etc. These items will be confiscated and the student will discuss the situation with the camp director.
- No skateboards or roller blades are allowed in the dormitories or other facilities.
- Students are not allowed to bring a refrigerator, microwave, computer, TV, large boom box, etc.

Hours: In accordance with the City of Shell Lake curfew, students will be on campus by 10:00 p.m. Students are to be in their dorm rooms by 10:30 p.m. and lights out/quiet hours at 11:00 p.m. Students will be awakened at 6:45 a.m.

Keys: A key will be issued to each student. Students who do not turn their key in at checkout will be assessed \$5.00 for a replacement.

Procedures and Regulations: Because of a very busy schedule, all students are expected to stay within the boundaries of the camp, except during recreation or free time or under the direction of a staff member. During free time, campers are required to stay within the boundaries of Shell Lake and check in and out with counselors. Swimming is only allowed during the city beach hours, and only when both a city lifeguard and a camp counselor are present.

General Information

Name Badge: Each student will be given a name badge which will be worn at all times during the camp hours. This helps the staff get to know the students, helps the students to know each other, and serves as their meal ticket.

Dress: Students may wear jeans, shorts and T-shirts to classes. Shoes or footwear are required. There will be no swimming suits worn in the classroom, dining room, or lounge of the dormitory.

Meals: All meals for students attending the camp/workshop will be served cafeteria style in the Center's dining room. Name badges will be used as the student's meal ticket. Food is not to be taken out of the cafeteria. Please let us know about any special dietary requirement.

Camp Cafeteria Hours:

Breakfast	7-8 a.m.
Lunch	12-1 p.m.
Dinner	5-6 p.m.

Telephone: Parents may call the Arts Center office to contact a student at (715) 468-2414. Cell phones are accepted at camp as long as students use them with respect and turn off phones appropriately.

Mail: Outgoing mail should be placed in the mail basket in the dormitory lounge and will be taken to the Post Office each afternoon. Incoming mail is placed on the table in the hall by the dining room.

Shell Lake Arts Center mail address is:

Camper Name
Shell Lake Arts Center
PO Box 315
Shell Lake, WI 54871

Evaluation Forms: At the conclusion of each week's camp, we ask the students to complete a short evaluation form. These are valuable to us in helping to improve our program.

All Bigfoot sightings should be reported immediately to your camp counselor.