

# WEEKEND CAMP HANDBOOK

2023-2024

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 easterseals  
Central Illinois



# Welcome!

Thank you for choosing Easterseals' Timber Pointe Outdoor Center for your child's camping experience. What countless feedback surveys, emails, and handwritten thank-you notes agree sets Timber Pointe apart is our highly-trained, compassionate staff and low camper-to-counselor ratios. We know what an extraordinary act of faith it is for you to put your child in our arms. We will hold them carefully. We also know you don't just want your child to learn how to canoe, fish, or roast the perfect marshmallow, but that you want them to learn about themselves and about others, returning home better off for having been at camp. The unwavering support, celebration of individuality, and unconditional love woven throughout Timber Pointe's overall camp environment and culture allow courage, confidence, and connection to flourish.

Yes, our adaptive programming and equipment provide limitless adventure, but what truly creates a space of 100% inclusivity and empowerment is the hearts and minds that fill it. We have hired staff members who won't just watch your camper, but will raise them up, cheer them on as they both stumble and succeed, and hold them in their hearts long after they have left our gates.

Camp is **more** than rock climbing and zip lining- it's a sense of bravery and accomplishment, it's the chance to fly. Camp is **more** than songs and cheers, it's being part of a community where you are loved and accepted for exactly who you are. Camp is **more** than mosquito bites, s'mores and bunk beds, it's living life to the fullest, gaining independence, and giving parents/caregivers a very well-deserved break. Camp is **more** than the woods and trails, it's freedom to breathe, freedom to be, freedom to become. Camp is **more** than campfires, it's an experience that helps individuals burn bright, that instills flames of confidence and hope that glow far past that session. Without a doubt, people need camp now **more** than ever before.

In this handbook, we have tried to answer the questions often asked of our staff, and lay out policies and procedures for our weekend camp program. These policies focus on prioritizing campers' safety and health, while keeping the spirit and magic of camp always at the center of our programs. Please use this as a reference guide in preparing for your camper to attend Timber Pointe Outdoor Center. By familiarizing yourself with various topics, it will make the transition easier for you as well as your camper. If you have further questions, please don't hesitate to ask. We look forward to creating a magical experience with your camper!

Happy Camping! 

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## ABOUT US

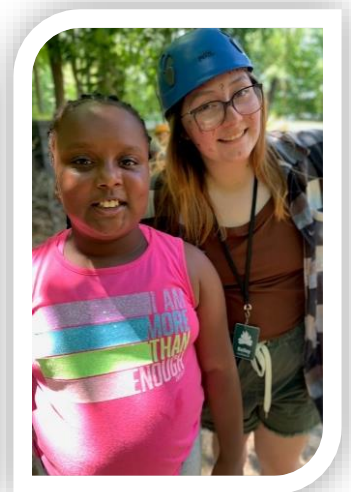
The Easterseals Timber Pointe property was originally owned by the Boy Scouts Camp Heffernan. Shortly after purchasing the land from the Boy Scouts in 1989, Easterseals Central Illinois and the Timber Pointe Charitable Foundation began the long process of transforming the property into a year-round camp and retreat center designed for inclusive and adapted programming that meets the needs of individual campers and families. Located along the beautiful shorelines of Lake Bloomington in Hudson, Illinois, Timber Pointe's 170-acre property is the perfect environment for hosting a variety of camps, outdoor programs, teambuilding, retreats, events, and cabin rentals.

## OUR STAFF

Timber Pointe Outdoor Center hires seasonal staff for our weekend camp program, and also welcomes volunteers to provide additional support. All staff and volunteer "camp buds" complete an application process that includes a background check prior to their hiring or acceptance. Most staff and volunteers are seeking degrees in relevant fields and range in age from 18-25 years old.

Program Staff are in charge of leading camp activities, and learn how to adapt each activity to meet each camper's specific needs. Camp Counselors supervise campers, facilitate peer-to-peer connections, provide personal care/support, and cultivate positive camp culture. All staff members are required to attend a week-long orientation, and Program Staff receive additional training to be certified on the ropes course and as lifeguards. Training topics include:

- Emergency procedures
- Behavior management
- Safety and supervision policies
- Transitional activities
- Child abuse prevention and reporting
- Supporting campers who miss home
- Specific disability overviews
- Sensory needs and integration strategies
- Diversity, inclusion, and adaptation
- Personal care and transferring
- Communication and feeding techniques
- And more!



## 2023-2024 SESSIONS & OFFERINGS

Timber Pointe Outdoor Center's weekend camps are designed to give individuals with disabilities opportunities to connect, play, and grow, participating in adaptive camp adventures in an environment where they are 100% included and 100% empowered. These weekends also provide valuable overnight respite for parents/caregivers to recharge and take time for themselves/other family members.

### Overnight Weekend Camps- Youth & Adults

This program runs from 6:00pm on Friday to 12:00pm on Sunday. Inclusive youth camps are for children ages 7-17 with or without a disability, and adult camps are for individuals ages 18+ with a disability.

**Session 1 (INCLUSIVE YOUTH):** October 27-29



“Spook-tacular”

**Session 2 (ADULTS):** November 10-12



“Happy Harvest”

**Session 3 (ADULTS):** February 16-18



“PAL-entines”

**Session 3 (INCLUSIVE YOUTH):** March 15-17



THEME TBD

### Day Weekend Camps- Youth

This program is a day program, NOT an overnight camp, and runs from 8:30am-8:30pm on that day. Inclusive youth day camps are for children ages 5-17 with OR without a disability. Some weekend camp sessions may only be open to those with a diagnosis or disability.

**Session 1 (INCLUSIVE YOUTH):** December 16



“Winter Wonderland”

# A TYPICAL TIME AT CAMP

## WEEKEND OVERNIGHT CAMP SAMPLE SCHEDULE

### FRIDAY

6:00-7:00 Check-In

7:00-9:00 Pizza Party & Movie

### SATURDAY

8:00-9:15 Breakfast & Energizers

9:30-10:30 Morning Activity 1 (ex: Arts and Crafts)

10:45-11:45 Morning Activity 2 (ex: Zip Line)

12:00-1:15 Lunch & Critter Talk

1:30-2:30 Rest Time/Cabin Time

2:45-3:45 All Camp Cooking/Snack

4:00-4:45 Afternoon Activity 1 (ex: Wagon Ride)

5:00-5:45 Afternoon Activity 2 (ex: Music/Yoga)

6:00-7:00 Dinner & Critter Talk

7:00-9:00 Evening Program (ex: Campfire, Dance)

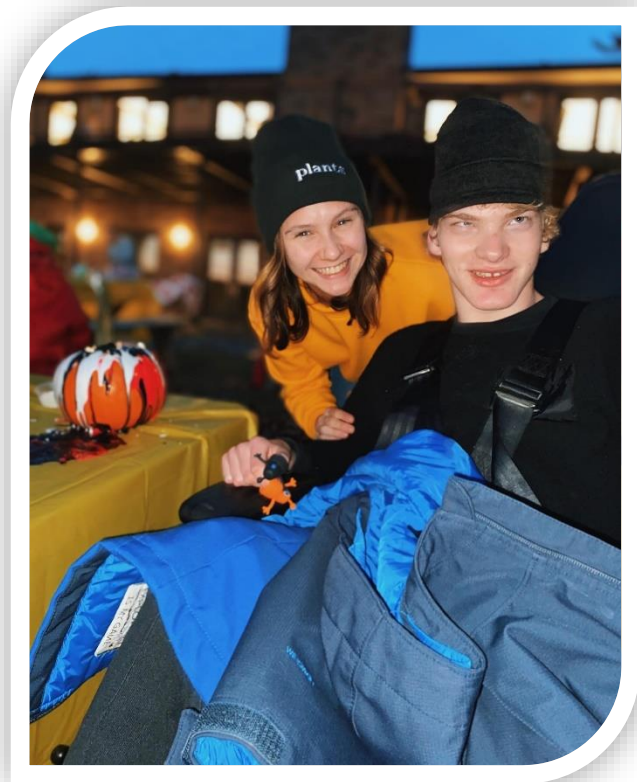
### SUNDAY

8:00-9:00 Breakfast & Energizers

9:15-10:15 Morning Activity 1 (ex: Giant Swing)

10:30-11:30 Morning Activity 2 (ex: Archery)

11:45-12:00 Check-Out



## WEEKEND DAY CAMP SAMPLE SCHEDULE

8:30-9:00 Arrival/Check-In

9:00-9:15 Energizers

9:30-10:30 Morning Activity 1 (ex: Arts and Crafts)

10:45-11:45 Morning Activity 2 (ex: Sports & Games)

12:00-1:00 Lunch

1:00-1:30 Critter Talk & STUMP

1:30-2:30 Rest Time/Movie

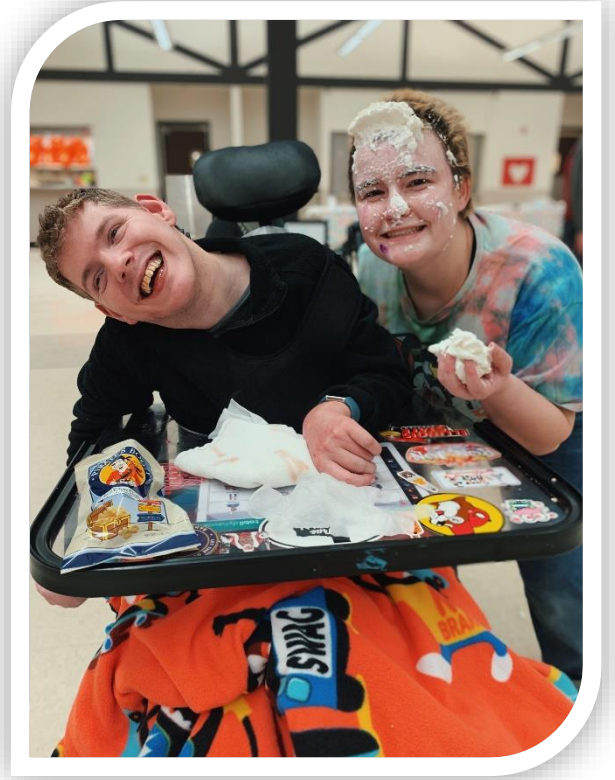
2:30-3:30 Afternoon Activity 1 (ex: Cooking)

3:45-4:45 Afternoon Activity 2 (ex: Sensory Play)

5:00-6:00 Dinner

6:00-7:30 All-Camp Activity (ex: Ugly Counselor Contest, Wacky Olympics)

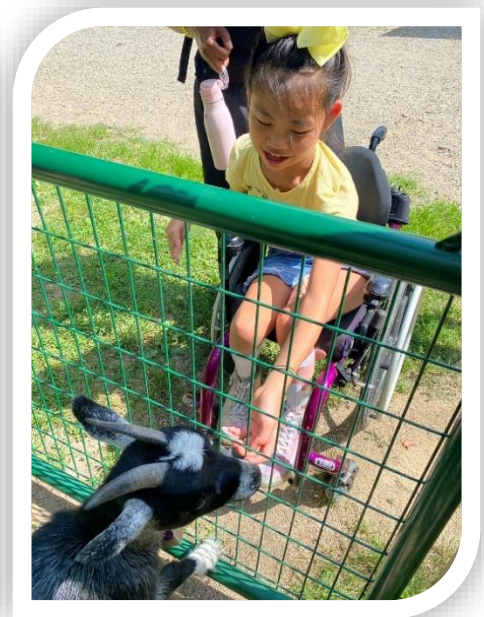
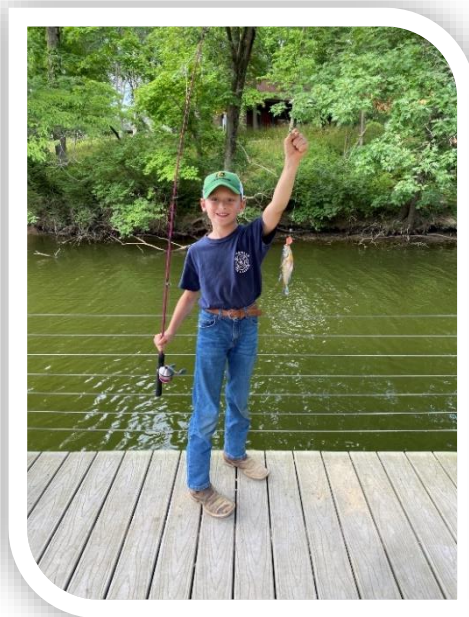
7:30-8:30 Campfire & S'mores



## AN INTENTIONAL CAMP: GOALS AND OUTCOMES

Camp is a ton of fun, and we can't wait for you to read about all the fun activities listed in the next section! However, camp is so much more than a fun time (or as we like to say, so much *s'more*)—camp influences the way a camper feels about themselves and the world around them, and teaches or builds upon life-long skills. Timber Pointe is intentional about designing programming and creating a camp culture/community that produce the following goals and outcomes:

- We intend for *all* campers and guests to feel included and empowered at camp! Therefore, all campers will have the opportunity and possibility to participate in every activity offered during a camp session, with the use of adaptive equipment and strategies to support all ability levels.
  - We acknowledge, celebrate, and build upon successes that are unique to each individual—everyone's wins look a little different!
  - We always start with the most minimal level of support, and add in supports as necessary. When an adaptation is presented, campers will be given the choice to utilize the adaptation
- We intend for all campers and guests to develop and practice a more comprehensive, positive, healthy and productive skillset that will help them throughout life and beyond camp. Specifically, we intend for campers to gain and display the following skills during their time with us:
  - Building positive relationships with both peers and adults (if camper is youth) through positive interactions with individuals at camp both familiar and unfamiliar (friends old and new!) of all abilities, identities and backgrounds
  - Displaying increased independence over the duration of the camp session
  - Participating in new activities, trying new things, and gaining new perspectives while at camp!





## ACTIVITIES

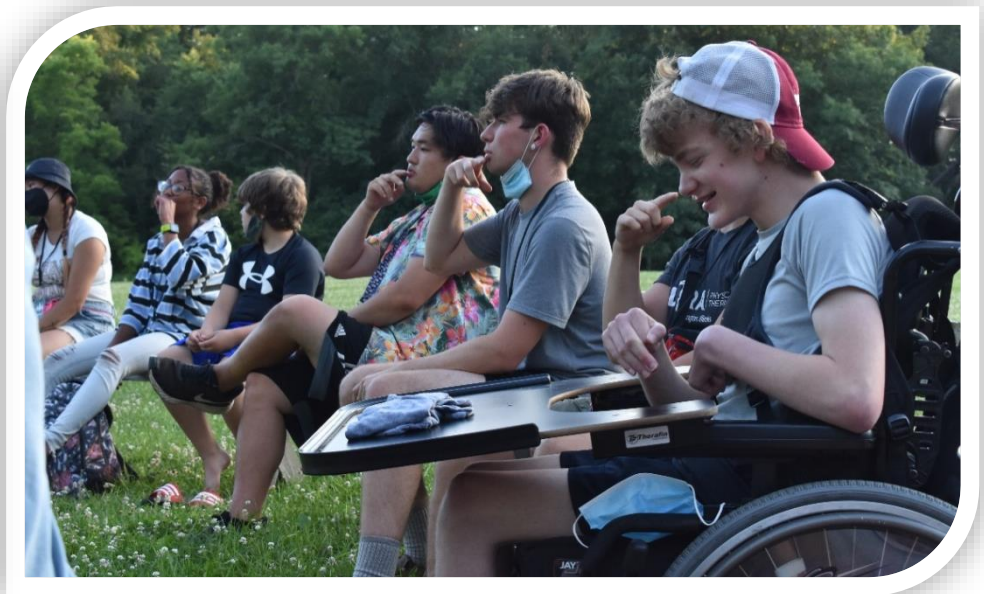
The camp experience and environment facilitates inclusivity, curiosity, wonder, and empowers campers to try new things and develop new skills. At Timber Pointe, all activities are designed so that *every* camper can participate, regardless of individual needs and abilities.

You and your camper(s) will be thrilled with all the amazing adventures they'll have at camp! Engaging in such a wide range of activities will build confidence and self-esteem, as we focus on their strengths and abilities, and celebrate individual successes. While similar base activities will occur every session, activities will tie in to that specific camp session's theme (ex: Arts & crafts every session, but each project will be unique and dependent upon the theme).

**All activities are accessible and include:** \*All activities are subject to change based weather and staffing.

- Rock wall and zip lining
- Giant 30' tandem swing
- Barnyard animals
- Canoeing, kayaking and pedal boating
- Fishing
- Arts and crafts
- Sports and games
- Archery
- Science
- Music/dance
- Cooking
- Nature
- Campfire circle
- Scavenger hunts
- Talent show/performances
- Sensory play

**Waterfront Activities:** Flotation devices are required for all lakefront activities. At least one certified lifeguard is on duty during all water activities.



## Activity Policies Relating to COVID-19:

With respect and care towards our mission and camper population served, Timber Pointe continues to monitor COVID-19 Community Levels and employ practices to ensure we are doing our very best to keep all of our campers, staff, and guests safe at camp.

- Staff members will be required to wear masks in situations where they are **both** A) indoors and B) unable to maintain 3' of social distance for an extended period of time (e.g. assisting with personal care)
- Staff members will also be required to wear masks when cooking or serving food, as well as facilitating or assisting with cooking class
- Campers will be required to wear masks when getting their food for each meal in the serving line, and throughout the duration of any cooking class, with the understanding that some of our campers are unable to safely wear a face covering
- Hand sanitizer and/or water and antibacterial soap will be available at or near the entrance to all buildings. All participants will be encouraged to clean/sanitize their hands each time they enter a building, as well as before and after they eat/touch their faces.
- Any high-touch surfaces or equipment will be sanitized daily
- Grouping/Ratios
  - Activity group sizes will range from 10-15 campers, plus proper staffing ratios
  - Timber Pointe will maintain a 4:1 camper: counselor ratio or better and have additional “floaters” to be assigned to groups where added support may be needed.
  - Groups will be static, with no changing of counselors or participants throughout the week



## CAMP APPLICATION AND FEES

Applying for camp is easy! Apply online at <https://fall-springtimberpointe.campbrainregistration.com/>. Please note that submission of a camp application is **not** confirmation of registration. A staff member will review your application and follow up with any questions, as well as your registration status. The full camp tuition must be paid at least two weeks prior to the start of camp. Failure to complete payment will result in a cancellation of the registration and the advancement of another camper from the waiting list. **A \$100 deposit will be applied for each session and camper registered.** Deposits are due within 3 days of registration acceptance, are non-refundable, and will be deducted from your total camp fee.

**Payments:** You can complete payment via E-check on the online application portal or send cash/check to our office. Any payments being sent in the mail can be sent to 20 Timber Pointe Lane, ATTN: Camper Payment, Hudson, IL 61748. Please make any checks out to Timber Pointe Outdoor Center.

**Cancellation/Refund:** Cancellations must be made at least 2 weeks prior to the camper's arrival, with exceptions being made on a case-by-case emergency basis, in order to receive a full refund. Deposits are non-refundable.

**Camper Dismissal Policy:** If a camper is sent home, camp session fees will be refunded **only** when campers are unable to complete their stay due to medical reasons (in which case refund amount will be determined based on amount of days attended). Homesickness or inaccurate ratio/behavioral information submitted during the application process resulting in insufficient staff support are not conditions for refunds.

## Financial Assistance

Timber Pointe Outdoor Center relies on funding from multiple sources to be able to provide financial assistance for families. **The "Financial Assistance Form" must be completed during the online camp application process for those requesting any level of assistance.** Your honest, accurate answers on this form will help us determine what funding you qualify for. Please know that income is not the only determining factor for assistance, we realize there is often more to the story, and encourage you to apply if cost is a barrier keeping your family from accessing camp. **You must also upload ONE form of income verification (either most recent copy of tax return, free school lunch letter, or Medicaid card).**

**Timber Pointe Outdoor Center will review financial assistance applications and award household financial assistance based on demand and available funding.**

## MEDICAL AND EMERGENCIES

**Health/Wellness in relation to COVID-19:** Given the COVID-19 pandemic, Timber Pointe Outdoor Center is sharing the following plan to help guide us as we continue programming. It is our intention to provide a clear outline for those planning to attend camp, however, *the following policies and procedures are subject to change at any time* and will be reviewed/modified as needed based on authoritative sources. Your camper's health and safety has always been and will continue to be our highest priority. Please contact your Healthcare Provider to determine if camp is a good fit for your camper and family at this time (please note that for overnight camps only, you will need a Physician Release Form, just like past years).

Timber Pointe will provide a space to indicate vaccination status during the online application process. This information will help medical staff determine next steps if there is a positive case or exposure to COVID-19. At this time, COVID-19 vaccination is *not* mandatory to attend camp, but may affect how soon your camper is able to return to camp if they have tested positive for COVID-19 or come into close contact with someone who has tested positive for COVID-19.

### What we are monitoring and following:

- Illinois Department of Public Health (IDPH) guidelines
- Centers for Disease Control and Prevention (CDC) guidelines
- Occupational Safety and Health Administration (OSHA) guidelines
- [American Camp Association's \(ACA\) "Field Guide for Camps on Implementation of CDC Guidance"](#)

### Policies/Procedures in relation to COVID-19

(Subject to change)

- Camper/Guest Expectations
  - All individuals on-site during a Timber Pointe camp session will be required to wear masks when getting their food for each meal at the serving line, and throughout the duration of any cooking class, with the understanding that some of our campers are unable to safely wear a face covering
  - Timber Pointe will provide a "packing list" for campers and will include supplies that minimize sharing between campers/staff (i.e. bug spray, sunscreen, etc.)
  - Timber Pointe will conduct screening protocols during check-in (see "Check-In" section for details)
  - If a camper is presenting multiple symptoms consistent with COVID-19 at any point during the camp week, Timber Pointe will administer a rapid test and monitor camper to determine course of action (see next section)
  - Timber Pointe will enforce appropriate handwashing, sanitation, and cough etiquette protocols
  - Bunk beds are spaced the recommended distance apart
  - All visitors and volunteers will be required to complete the same screening protocols as campers

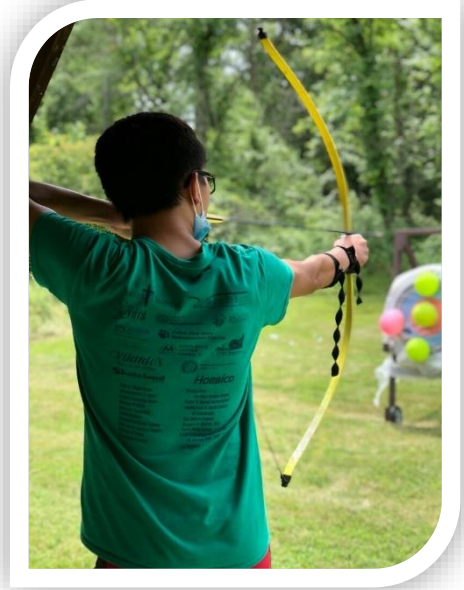
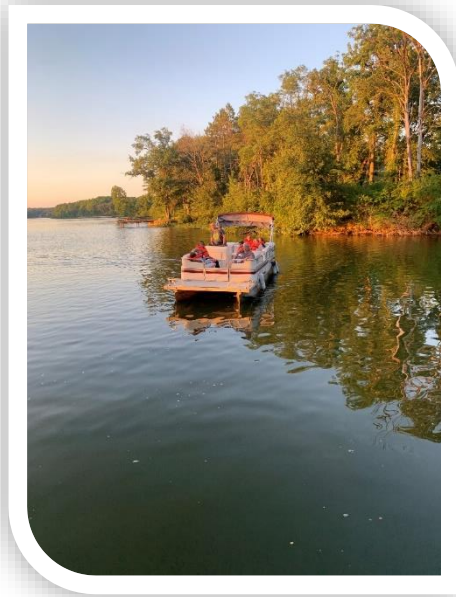
- Overnight Check-In/Out (See “Check-In/Out” section for more details)
  - Campers and their parent/guardian will receive a number and will remain in their car until told their number may enter the building for check-in. We will use our Remind text message system for this process (please see Communication section in this handbook).
  - During check-in, luggage will be dropped off outside (weather permitting) or in the main lodge, then brought to cabins by staff. During departure, luggage will be brought to the lodge. This ensures no parents/guardians enter any cabins.
  - An attendance log will record the individual checking the camper in/out, as well as check-in/-out times. Campers will only be released to parents/guardians and emergency contacts listed during the online registration process. If someone else will be picking the camper up, Timber Pointe must receive their name and verification from the parent/guardian either during check-in or via Remind
  - To check-out, parents/guardians will park at the lodge, sign out their camper with designated staff member (outside if weather permits), and load their luggage while a counselor walks the camper out to the car.
- Day Camp Check-In/Out (See “Check-In/Out” section for more details)
  - Parents/guardians must remain in the car throughout the entire process.

In the event that a staff member or camper is displaying symptoms of any communicable disease (i.e. chicken pox, influenza, COVID-19), Easterseals’ Timber Pointe Outdoor Center will administer appropriate testing and follow best practices outlined by the Association of Camp Nursing’s “Communicable Disease Management in the Camp Setting.” For detailed information click [here](#).

**Emergencies:** If there is a family emergency, please text Remind (see Communication section) to make arrangements and call the office at 309-365-8021.

**Injury:** Our staff will treat routine scrapes, cuts and minor illnesses. It is our policy to inform parents/guardians of any injury that is more serious than a minor cut or scrape. In the case of serious injury or accident, the Nurse or Camp Director will contact you immediately. In the event you cannot be reached, we will attempt to call your designated emergency contact. Your signed authorization on the medical waiver allows us to secure prompt treatment. Parents/guardians are responsible for charges incurred for outside medical treatment of their child if treatment is required while in attendance at Timber Pointe Outdoor Center.

**Illness:** It is our policy to inform parents/guardians of any serious symptoms of illness (for example: persistent vomiting, sudden/unexpected onset of severe pain, new and different skin rash, etc.), and to not keep campers with *any* persistent symptoms lasting more than 24 hours. We ask parents/guardians of these campers to care for their child at home and to see their primary care physician. If symptoms are consistent with COVID-19, we will administer a rapid test and ask the parent/guardian to pick the camper up immediately upon a positive result. If your child is registered to come to camp and becomes ill, please do not bring them to camp. Call our office as soon as possible so that we can try to schedule another session for you.

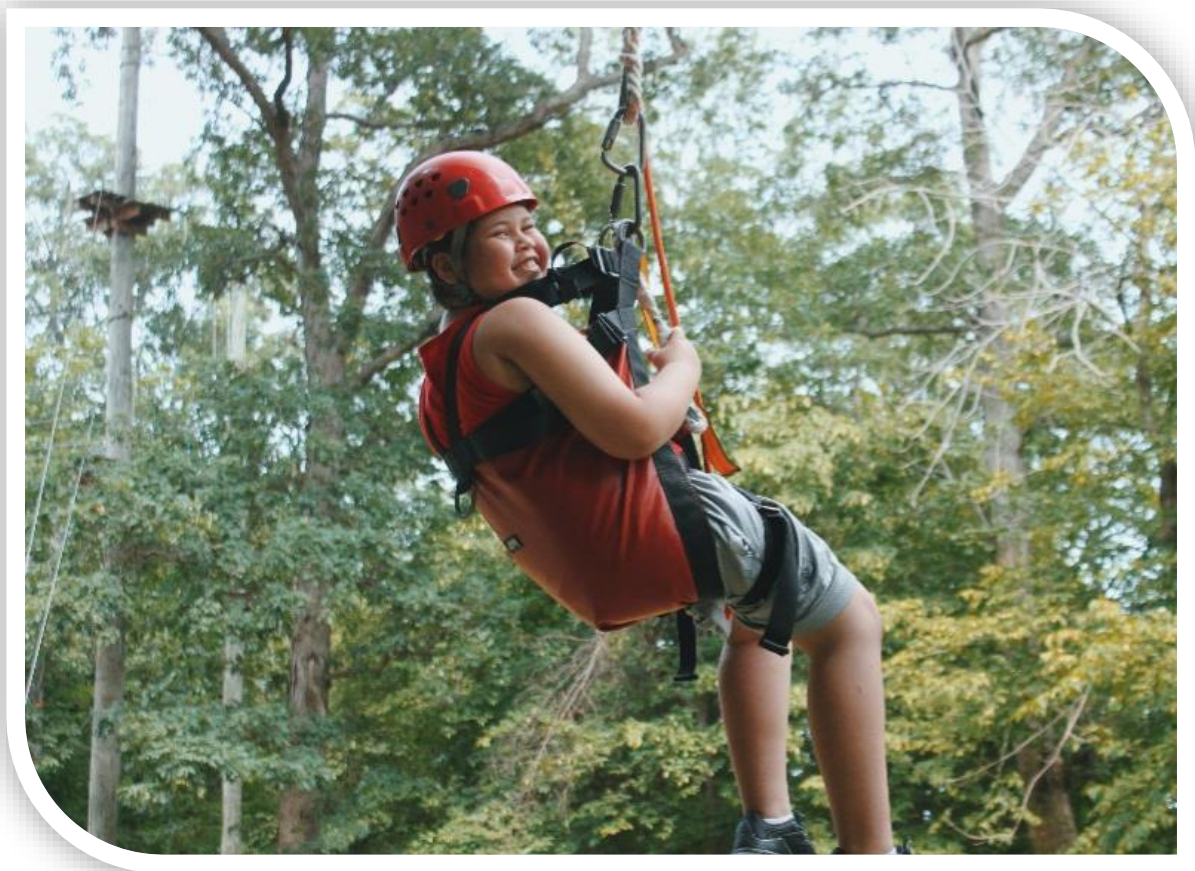


## THE CAMPER LIFE

Attending camp at Timber Pointe Outdoor Center is an unforgettable adventure for campers and their parents/guardians. We know both parties may be a bit anxious about the camper leaving the comforts of home, trying new camp activities and meeting friends. Here are some helpful tips:

- Talk to your child about camp ahead of time and what camp activities might look like for them. Showing pictures or videos of camp via this handbook, our website, and our YouTube is a great way for them to visualize themselves here! Encourage them to be themselves, and get them excited to make new friendships and experience new adventures!
- Avoid focusing on anything that makes your child anxious. Instead of asking leading questions like, “Are you nervous about canoeing?” ask open-ended questions like, “How are you feeling about canoeing?”
- If your child does show concerns, don’t trivialize them or offer generic reassurances like “There’s nothing to worry about!” or “Everyone loves camp!” These may discourage your child. Instead, show empathy and acknowledge any concerns.

- If there is a certain coping/calm-down mechanism or strategy that will not be available or as readily available to your child at camp (ex: a certain space at home, technology/movies/TV shows, a blanket that may be farther away at their cabin depending on their activity location), practice and talk to them ahead of time about other ways they can access positive emotions in challenging moments (breathing/grounding techniques, portable fidgets/sensory tools they or their counselor can carry with them, asking for a break, squeezes/deep pressure, etc.). Please know that our staff are trained in strategies and methods to utilize to support your camper, and that they will be there to help through any challenges or discomfort!
- Praise the accomplishments your camper has made each day at camp, no matter how “small” they may seem. Your camper will try lots of new things while at camp, which can inspire new interests, hobbies, etc. and foster bravery in other areas! Recognize any new positive things that have emerged in them as a result of camp.
- Do not send valuables, family heirlooms, or expensive items to camp. Pack with your camper and make a list of what they bring so that they or staff members know what they should bring home.
- Do not send cell phones/technology devices with your camper, unless it is being used as an AAC device or you have pre-approved it with the Camp Director in an established behavior plan. Ensure your camper knows ahead of time that these devices are not coming with them.
- Remember: label **EVERYTHING** and pack light! Camp is not responsible for lost or stolen items.



**Missing Home:** Missing home is not an unusual emotion, especially for first-time campers. Our staff are trained in constructive and caring strategies that will help overcome this feeling and get back to the fun activities happening at camp. Overcoming it is an important learning experience and helps your camper grow stronger and more independent. When staff and parents/guardians handle these situations properly, a camper that is missing home can make huge strides!

Messages and mail can make an impact on a camper missing home. Please do not tell your camper that you can't get along without them or stress how much they are missed at home. Instead, please send encouraging emails or pre-written letters talking about how excited you are for them, how proud you are, or about the photos you have seen of them online. We recommend you plan ahead to "send" letters so that they have something at the beginning of the week. You can bring this with you when you drop your camper off to avoid any post office delays, or you can mail ahead of the session to make sure it arrives in time (allow 5 business days). Please write the camper's name, session number and date you would like the mail delivered to the camper, and give to a staff member during check-in.

Phone calls between parents and campers are not possible at camp, escalate homesickness, and can restrict both parties' ability to experience and savor independence. One of the reasons camp is so magical is because it's about getting away from day-to-day routine and the overwhelming amount of technology that surrounds us. At Timber Pointe, campers are encouraged to get to know their new friends face-to-face!





**Meals:** Our main lodge is modern and spacious. Timber Pointe has well balanced meals and provides breakfast, lunch, and dinner for overnight campers (starting with dinner Friday and ending with breakfast Sunday for weekend camps), as well as a late afternoon snack. During weekend day camps, we will provide lunch, dinner, and an afternoon snack only, so please make sure your camper eats breakfast before they come. If your camper has any special dietary needs or food allergies, please indicate them when registering online so that we are aware and can make accommodations. Alternatives to meals include cereal, oatmeal, peanut butter (soy butter)/jelly sandwiches, etc. If your camper is an extremely selective eater, please send supplemental food items so that they can have adequate nutrition and energy for camp activities.

Water is provided during meals, and at every activity, and we encourage all campers to stay hydrated throughout the day. **Please send your camper with a reusable water bottle to fill up throughout the day to reduce waste.**

➤ COVID-19 Dining Procedures

- A gloved and masked staff member will serve food to campers.
- All campers and staff will follow proper handwashing protocols before and after they eat.



**Communication with Camp (REMIND):** We ask all families to sign up for “Remind,” which is the communication system we’ll be using this summer! **You do not need to download the app.** It will function as texts on your phone’s normal text messaging. You will use this to communicate late arrival, early pick-up, alternative pick-up person, or any other time-sensitive information. It will notify our leadership team immediately. If we have any time-sensitive announcements, we will send them out via Remind. To sign up, you will **follow the instructions included in your registration acceptance email** and message a code for **EACH** session your camper is attending.

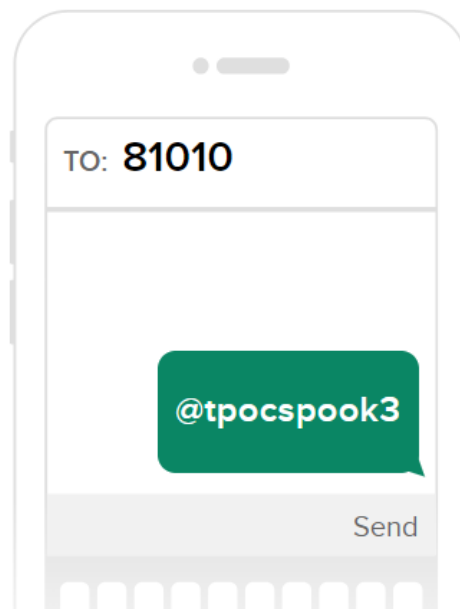
*\*Make sure you are including the @ in front of the code! This is the most common error. If anyone has trouble with texting their code to 81010, you can try texting the code to (810) 250-7858.*

Example of what this looks like on your phone (CODES WILL DIFFER DEPENDING ON SESSION, below is an example of the code for Weekend Session 1: Spook-tacular)

**Tell people to text @tpocspook3 to the number 81010**

They’ll receive a welcome text from Remind.

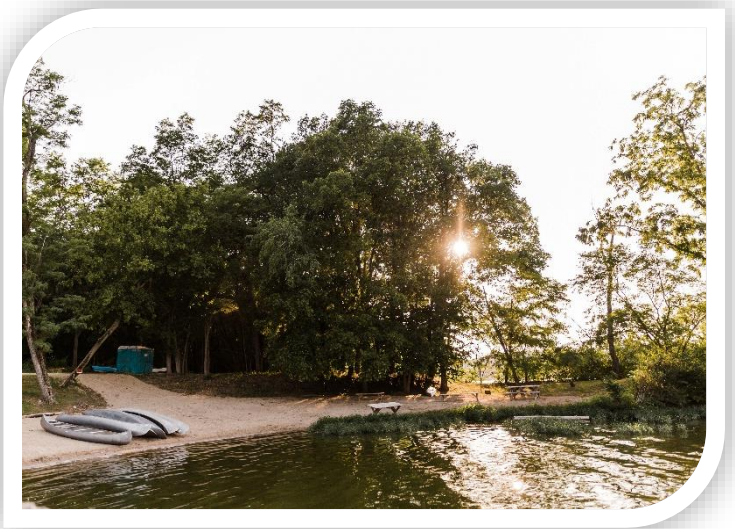
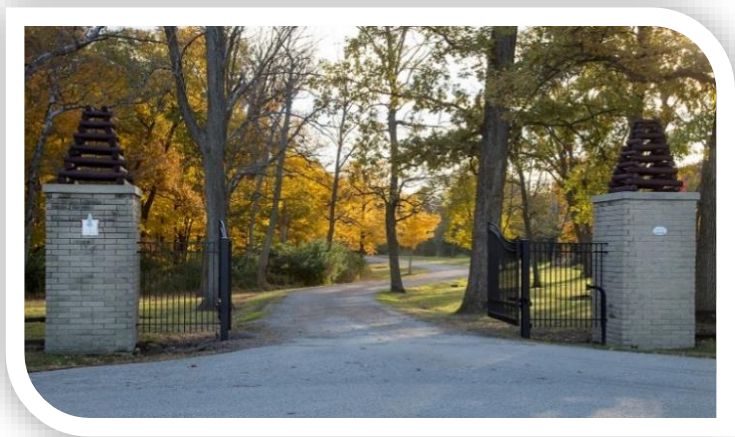
If anyone has trouble with 81010, they can try texting @tpocspook3 to (810) 250-7858.



**Family Contact:** If your camper has any issues you should know about, we will notify you of the situation by reaching out via Remind or a phone call, depending on the situation (please note that camper-parent phone calls are not possible at camp, and escalate homesickness). Our staff members are trained and well-equipped to head off potential problems before they escalate. To foster independence, family/friends are welcome to visit camp only during check-in and check-out. If your camper has forgotten items that they needs, such as glasses, swimsuit, etc. please contact us via Remind to alert us and to schedule a drop-off.

**Lost and Found:** We will make every effort to return lost and found items while your camper is at camp. Please label all items with your camper's name in a permanent marker or label for easy identification. Items found after the camp session will be put in our lost and found and may be claimed by description. If you find out something is missing upon returning home, please call our office as soon as possible. Arrangements can be made to pick up the item(s) at Timber Pointe. Two weeks after the camp session, all remaining items will be donated to a local nonprofit. Undergarments and socks left at camp will be thrown away. ***Timber Pointe Outdoor Center is not responsible for lost, stolen, or damaged items.***

**Community Living:** Personal responsibility and group cooperation are elements of the camp experience. Trained and caring staff members work with campers on the importance of maintaining one's personal space and belongings, assisting in daily clean-up, and pitching in with shared responsibilities around camp (picking up garbage, cleaning up after meals, etc.). We strive to teach honesty, respect, compassion, inclusion and responsibility in our camp community and hope to develop these attributes in our campers' lives outside of camp as well!



## HEALTH AND SAFETY

Timber Pointe Outdoor Center is proud to be accredited by the American Camp Association. Developed exclusively for the camp profession, this nationally-recognized program focuses on program quality, health and safety issues, and requires review of every facet of our operations. Timber Pointe has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction. Timber Pointe also meets the Illinois Department of Public Health Regulations. We undergo at least two full inspections each year.

**Medications:** All prescription medication brought to camp must be in **original bottles/containers** that include the camper's name, dosage, and medication times. The Medication Form provided during the application process and in your registration acceptance email must be completed, signed by a physician, and uploaded to your camper's profile at least 2 weeks prior to the session start date. If the camper has more medications than spaces allowed, please copy the form and attach it to the original.

ALL medications, including over-the-counter vitamins, creams, lotions, etc. must be turned in during the check-in process to be dispensed by medical staff. These medications must also remain in the original bottle/container. Timber Pointe stocks most over-the-counter medications needed at camp, so it is not necessary for you to pack these. If there are any over-the-counter medications that your child cannot take, please specify on the online Medical Form during the application process.

When checking-in, Timber Pointe medical staff will provide pill containers which we ask guardians to fill. We ask that at least one pill be left in the prescription bottle, in case need arises to identify pills. Make sure your camper's name is on all items. We recommend that all campers stay on regular daily medication during their stay at camp. Daily medications will be dispensed at mealtime or when otherwise indicated. Our medical staff are readily available so emergency medication can be obtained at a moment's notice.



# CHECK-IN/CHECK-OUT

## Weekend Overnight Camp Check-In

The front gate will open at 6:00pm on Friday, and check-in will begin no earlier than this time. If you will be arriving later than 7:00pm, please text us via the Remind system to let us know, as we will begin dinner around this time. There are two checkpoints when checking-in-- **Please remain in your car throughout the check-in process until your number is “called” via our Remind text message system.**

**Check Point #1-** Front Office Drive: After entering camp, proceed to the “Check Point #1” sign at the front office, and stop. A staff member will approach your car to sign your camper in, give you a number, and inform you which cabin they will be in. Please display the number on your dashboard and proceed in your vehicle slowly towards Check Point #2.

**Check Point #2-** The Main Lodge: Follow the road signs to proceed to the Main Lodge. For safety, please follow the instructions of our staff and keep your speed under 5mph at all times when in the Lodge area. Please park your car in the lot, and unload your camper’s luggage in the designated space as directed by staff to be moved to their cabin. **Make sure you remove ALL medications from their luggage to bring to the nurse, including lotions, creams, vitamins, etc.** Then, return to your vehicle and await a text notification saying your number has been called.

Once you have received notification that your number has been called, you may proceed with your camper inside the Main Lodge. You will meet your camper’s counselor, receive their schedule for the weekend so you can see all the fun things they’ll be doing, and check-in with the Nurse or Camp Director to hand over any medication your camper needs for that weekend, and to speak about your camper’s medical needs. At this time, a health screening will also be completed.

- Timber Pointe conducts screening protocols during camper check-in including checks for observable evidence of illness, injury, and communicable disease/conditions. If screening indicates communicable disease/conditions are present, the camper will not be allowed access to Timber Pointe. The family will be advised to return home and follow up with their primary care physician.

To keep check-in as efficient as possible, if you need to provide in-depth details concerning your camper’s behaviors, needs, or have any concerns, we ask that you schedule a time to speak with our Camp Director ahead of check-in, and they will share this information with appropriate personnel.

## Weekend Overnight Camp Check-Out

Check-out will be no later than 12:00pm on Sunday. If you will be picking up your camper earlier than 11:45am, please notify us at check-in or text us via the Remind system at least 2 hours earlier so that we can be prepared and have them ready to go. After entering camp, proceed to the Main Lodge and park your car in the lot. A check-out table will be outside the lodge, where you'll provide the name of who is picking up, and the name of the camper to be picked up. For example, "Hi, Bob Belcher picking up Tina Belcher." If the names match that which was recorded at drop off, we will call your camper's counselor to walk them out. While you are waiting, you may load your camper's luggage into your vehicle, sign them out, and pick up your camper's medication from the nurse.

We will not release a camper to anyone other than a parent, guardian, or emergency contact listed in your camper's profile, unless notified of the individual's name by a parent/guardian during check-in or in writing later via Remind. If this has not been communicated, we will call the parent/guardian on file to make arrangements for the camper to be picked up. Text using the Remind system to alert staff of any changes related to pick-up. For safety, please do not exceed 5mph when in the Lodge area.



## Weekend Day Camp Check-In

The front gate will open at 8:30am, and check-in will begin no earlier than this time. If you will be arriving later than 9:15am, please text us via the Remind system to let us know, as groups will start activities at this time. **Please remain in the car throughout the entire process.** There are two checkpoints:

**Check Point #1**- Front Office Drive: After entering camp, proceed to the “Check Point #1” sign, and stop. A staff member will approach your car to sign your camper in for the day.

- We will also ask the name of the person that will be picking the camper up. This name **must** match during check-out (or be a parent/guardian/emergency contact listed on the camper’s profile) in order to release them to that person. If plans change during the day, please text using the Remind system.

The staff member will inform you which group your camper will be in (if camp is large enough to warrant more than 1 group). Each group will have a color associated with it, and they will mark your side window with this color tape.

**Check Point #2**- The Main Lodge: Follow the road signs to proceed to the Main Lodge. Do **NOT** park your car in the lot, but rather pull into one of two lanes in the circle drive. A counselor in your camper’s assigned group will approach your car to walk your camper inside. If applicable, the Nurse/Camp Director will also come to your vehicle to check in any medications, or to speak with you about your camper’s medical needs. For safety, please keep your speed under 5mph at all times when in the Lodge area.

To keep check-in as efficient as possible, if you need to provide in-depth details concerning your camper’s behaviors, needs, or have any concerns, we ask that you schedule a time to speak with our Camp Director ahead of check-in, and they will share this information with appropriate personnel.

## Weekend Day Camp Check-Out

Check-out will be no later than 8:30pm. If you will be picking up your camper earlier than this, text us via the Remind system so that we can be prepared and have them ready to go. Parents/guardians will remain in their car throughout the entire process. After entering camp, proceed to the Main Lodge. Do **NOT** park your car in the lot, but rather pull up to the circle drive located in front of the Main Lodge, or to the car in front of you in line. A staff member will approach your vehicle where you will be asked to provide the name of who is picking up, and the name of the camper to be picked up. If the names match our records, we will call your camper(s) to your vehicle and sign them out for the day. We will not release a camper to anyone other than a parent, guardian, or emergency contact listed in your camper’s profile, unless notified of the individual’s name by a parent/guardian during check-in or via Remind. If this has not been communicated, we will call the parent/guardian on file to make arrangements for the camper to be picked up. Text using the Remind system to alert staff of any changes related to pick-up. For safety, please do not exceed 5mph when in the Lodge area.

## BEHAVIOR AND GUIDANCE PROCEDURES

Self-regulation skills and positive social interactions among campers and staff are highly valued and enhance everyone's experience at camp! At Timber Pointe, we use positive guidance methods including reminders, prompts, praise, and redirection. Our behavior management is based on the Love & Logic model, which is built upon concepts of unconditional regard, shared control, empathy, and logical consequences. We firmly believe in respecting the rights and dignities of *all* individuals (regardless of their abilities, gender identity, race/ethnicity, culture, religion, etc.) and validating *every* individual's personhood. We also believe that by promoting a positive self-concept, and offering opportunities to solve their own problems with support and mentorship, campers will leave camp feeling more empowered, independent, confident, and capable. Self-regulation skills are practiced using the following strategies:

- Consistent rules are clearly stated and communicated. Counselors and staff facilitate these rules across all camp activities and reinforce positive behavior with praise and affirmations.
- An atmosphere of trust is established in order for campers to know that they will not be hurt nor be allowed to hurt others. Staff members will treat campers with respect always, so that campers know how to treat them, each other, and people in their own world after camp.
- Staff work with campers to help them become more aware of themselves and their feelings. This will help them learn to cope with their feelings in a healthy manner and control them responsibly.
- Staff members frequently observe and communicate with campers to take proactive action to avoid potential problems (breaks, acknowledging feelings, utilizing sensory solutions, etc.) and come up with positive and healthy alternatives to negative behavioral choices. Camper's input is highly valued when coming up with alternatives and solutions!

Camper safety is the most important concern; therefore, campers whose behavior is dangerous to themselves or others will be discussed with their parent/guardian and will result in logical consequences (ex: missing an activity that would present further risk if they are not able to make safe choices), and if it cannot be managed with appropriate staff support, potential dismissal from camp. Parents/guardians are financially responsible for intentional damage to equipment/facilities caused by their camper.

Parents/guardians are also responsible for picking up any child that has been removed from a session.





# OVERNIGHT WEEKEND CAMPER PACKING LIST

***Please make sure that all items are labeled with the camper's name! Timber Pointe Outdoor Center is NOT responsible or liable for any and all lost, stolen, or broken items that are brought to camp.***

- A washable mask/face shield OR enough disposable masks to last the full weekend (for meal line/cooking class only)
- 1 pillow
- 2 twin bed sheets + 2 blankets (extra sheets & blankets if camper has history of wetting the bed)
- Sleeping bag (optional...but cozy!)
- 4 T-shirts/blouses (short/long sleeve depending on weather)
- 4 pants/shorts/jeans (\*In general, we ask that you send your camper in well-worn clothes they may soon outgrow that will withstand the wear-and-tear of camp and make damage/loss a non-issue)
- All weather gear (1-2 jackets/sweatshirts, rain poncho, scarf/hat/gloves if applicable, etc.)
- 3 pairs of underwear (more if camper is prone to accidents)
- Socks (1-2 pairs of socks for each day)
- 2 pairs of comfortable shoes (sneakers or boots) that your camper can hike and play in!
- 1 pair of shower shoes (sandals, crocs, etc.)
- Hat and/or bandana, sunglasses (to protect from sun)
- Sunscreen
- Insect Repellent
- Wash cloth and bath towel
- Toiletries (soap, shampoo, toothbrush/paste, deodorant, etc.)
- Depends/Briefs/Wipes (if needed—send plenty & label)
- Feminine products (if needed)
- Medications in original bottles to give to the nurse/camp director
- Medical/Personal care supplies (where applicable and enough for the entire session)
- Reusable water bottle(s)
- Flashlight
- Disposable camera (optional)
- Anything else your camper may need while at camp

## What Not To Bring

### \*Cell Phones

Electronics NOT essential to communication or daily routine

Medications (unless given to the nurse)

Valuables (jewelry, treasured items, etc.)

**\*Cell phones NOT utilized as an AAC (augmentative alternative communication) device or pre-approved regulated behavioral tool are not allowed at camp to A) protect camper & staff privacy, B) foster camper independence & engagement in camp, and C) maximize parent/caregiver respite time**

*Timber Pointe values inclusion and participation. That is why we ask that any items (toys, games, collections, etc.) that could exclude other campers or distract from the overall focus of camp be left at home. We have plenty of activities, games, and equipment to be used during down time.*

# DAY CAMPER PACKING LIST

***Please make sure that all items are labeled with the camper's name! Timber Pointe Outdoor Center is NOT responsible or liable for any and all lost, stolen, or broken items that are brought to camp.***

- Backpack
- 2 face masks/PPE in case one is lost or soiled (for meal line and cooking class only)
- Extra** set of clothing, including underwear and socks (\*In general, we ask that you send your camper in well-worn clothes your child may soon outgrow that will withstand the wear-and-tear of camp and make damage/loss a non-issue)
- Comfortable shoes that your camper can hike and play in!
- All weather gear (Coat/jacket/sweatshirt, rain poncho, scarf/hat/gloves if applicable, etc.)
- Sunscreen/Insect Repellant, if applicable
- Depends/Briefs/Wipes (if needed—send plenty & label)
- Medications in original bottles to give to the nurse/camp director
- Medical/Personal care supplies (where applicable and enough for the entire session)
- Reusable water bottle
- Disposable camera (optional)
- Anything else your camper may need while at camp

## What Not To Bring

Cell Phones

Electronics NOT essential to communication or daily routine

Medications (unless given to the nurse)

Valuables (jewelry, treasured items, etc.)

## PLEASE BRING ANY...

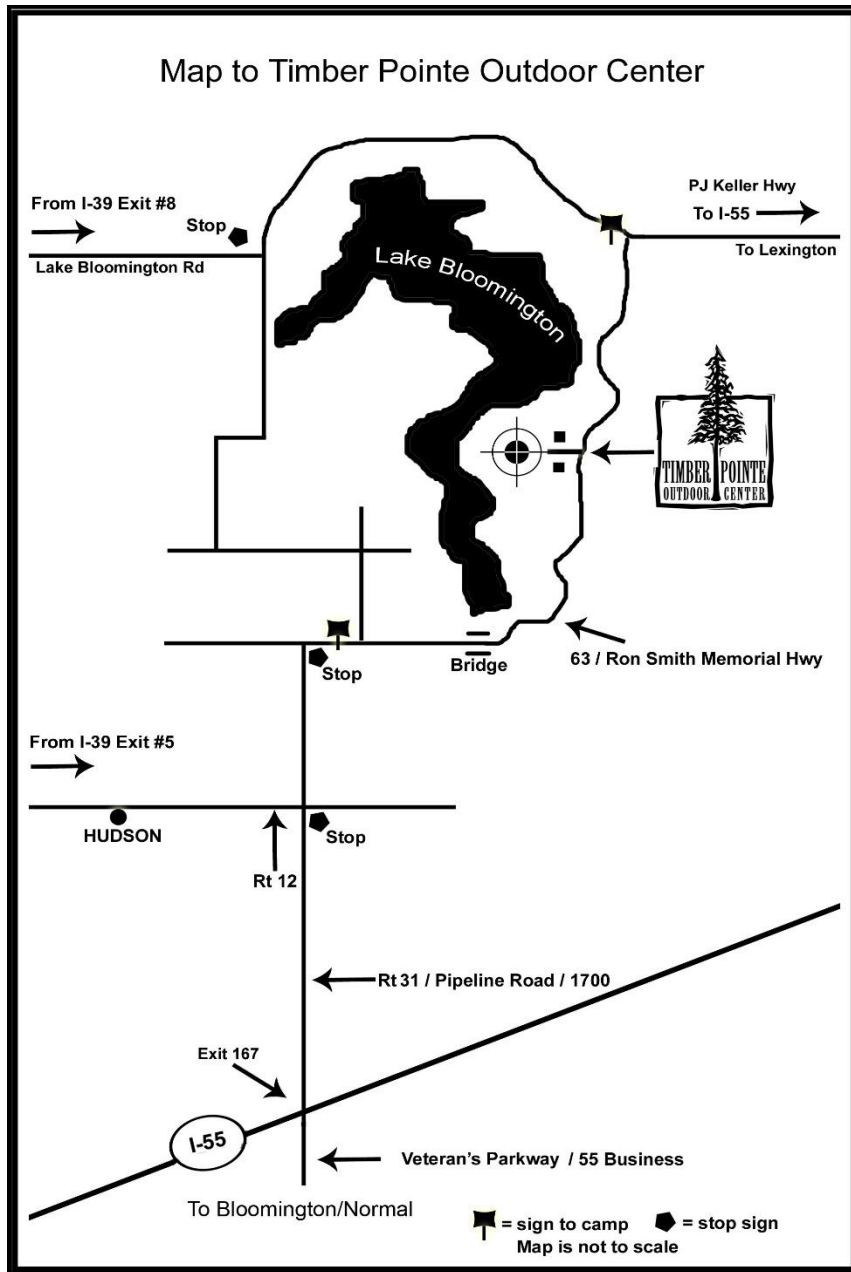
**Communication or Electronic devices that are used to assist in daily routine.**

*Timber Pointe values inclusion and participation. That is why we ask that any items (toys, games, collections, etc.) that could exclude other campers or distract from the overall focus of camp be left at home. We have plenty of activities, games, and equipment to be used during down time.*

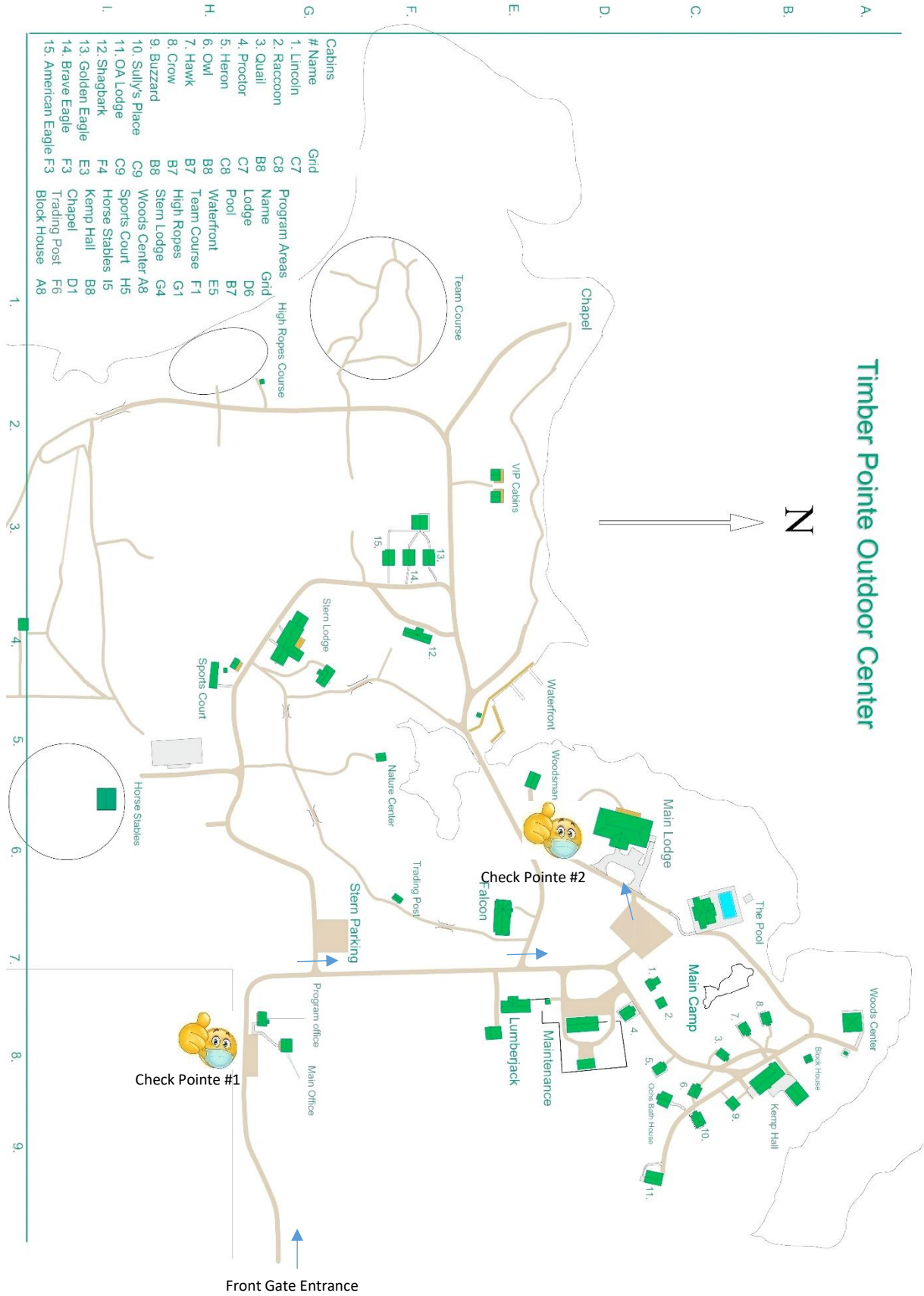
# MAP AND DIRECTIONS

## Map to Timber Pointe Outdoor Center

Office: (309)-365-8021



# Map of Timber Pointe Grounds and Facilities



## Directions

### From Interstate 55 Northbound

- 1.) Take Exit #167 Veterans Pkwy/Central Illinois Regional Airport.
- 2.) Turn Left on N 1700 East Rd (CR-31N) (You will come to a stop sign part of the way through this road. Continue going straight on N1700 East Rd.)
- 3.) Turn Right on E2350 North Rd. (CR-31) (Continue on E2350 North Rd. (CR-63) which will turn into RON SMITH MEMORIAL HWY-CR 63/N 2850 East Rd.)
- 4.) Continue on N 1850 East Rd. (CR-63)
- 5.) Turn Left on Timber Pointe Drive.

### From Interstate 55 Southbound

- 1.) Take Exit #178/ LEXINGTON onto P.J. KELLER HWY (County Road 8- go 5.2 mi.
- 2.) Turn Left on N 1925 East RD (County Road 29- go 1.8 mi
- 3.) Turn Right on E 2375 North RD- go 1.1 mi
- 4.) Turn Right on N 1850 East RD (County Road 63) – go .3 mi
- 5.) Turn Left on Timber Pointe Dr.

### From Interstate 74 Eastbound

- 1.) Take Interstate 74 Eastbound towards Bloomington Normal
- 2.) Take Left Exit #127/Chicago (I-39) onto Interstate 55 North- go 1.8 mi
- 3.) Take Exit #164/Rockford onto Interstate 39 North- go 5.4 mi
- 4.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 5.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 6.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 7.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 8.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 9.) Turn Left on Timber Pointe Dr.

## From Interstate 74 Westbound

- 1.) From Westbound Interstate 74 Merge onto Interstate 55 North
- 2.) Take Exit #164/Rockford onto Interstate 39 North- go 5.4 mi
- 3.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 4.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 5.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 6.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 7.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 8.) Turn Left on Timber Pointe Dr.

## From Interstate 39 Southbound or U.S. 51 Northbound

Northbound U.S. 51 add these directions before proceeding to the directions used by Southbound Interstate 39.

### Northbound U.S. 51 ONLY

- 1) Take Ramp onto Interstate 74 West toward Peoria/Rockford- go 2.5 mi
- 2) Merge onto Interstate 55 North- go 6.5 mi
- 3) Take Exit 164/Rockford onto Interstate 39 North- go 5.4 mi

### Southbound Interstate 39

- 1.) Take Exit #5/Hudson onto E2200 North Rd. (CR-12) toward Hudson – go 0.5 mi
- 2.) Continue on CR 12 (W. Franklin St.) through and out of Hudson- go .9 miles to a stop sign.
- 3.) Turn Left on N1700 East Rd. (CR-31)- go 1.5 mi
- 4.) Turn Right on E2350 North Rd (CR-31)- go 1.2 mi
- 5.) E 2350 Rd turns into RON SMITH MEMORIAL HWY (N1850 East Rd.) by bearing a slight left- go .3 mi
- 6.) Turn Left on Timber Pointe Dr.