



Hello Parents and Campers,

Welcome to CBK 2022!! This is your information notebook with general information, forms, and more.

If you have any questions as you read through the material and get ready for camp, please email us at jackie@birchknoll.com or call 715-617-4022.

Key Reminders for 2022:

- 1) ALL Campers and Staff are required to have a Covid Test done within 72 hours of the session they are attending. Proof of a negative result is required, and can be sent to Jackie@birchknoll.com.
- 2) Cell phones are NOT ALLOWED at camp. We have elaborated on this policy, which is discussed later in this information notebook. Campers with cell phones or other restricted devices may be dismissed from camp with no refund of fees.
- 3) Duffel bags should be limited to 40 pounds. We would rather have you bring an extra duffel bag at 40 pounds than one less at 70 pounds.
- 4) Please do not send fans, plastic dressers, foam egg crates, etc.
- 5) Refrigerators and hot pots are also not permitted at camp. They are potential hazards are not necessary at camp.
- 6) We have a “No Food” policy at Camp Birch Knoll. We have plenty of snacks, drinks, and healthy choices at camp and do not allow food to be sent in duffels. Although we do not physically inspect duffel bags, they will be rejected at luggage pickup if they clearly contain food. Food is also not permitted in packages sent to campers at camp.

We believe these guidelines are in the best interest of camp, and appreciate your help in keeping it a special place!

Thanks, and we'll see you soon!

The Baiers



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Camp Contact Information

- If your call is not of an urgent nature, please leave a message or send us an email.
- If you have an emergency that needs immediate attention, please try one of our cell phone numbers below.

Telephone:

Jackie Baier Cell Phone: (715) 617-4022

Gary Baier Cell Phone: (715) 252-3825

Mail:

Camp Birch Knoll

3500 Dam Ln

Phelps, WI 54554

Email:

jackie@birchknoll.com

This email is for camp contact only (not campers)

Website:

www.birchknoll.com

Use this site to email campers



Transportation

- **Chicago Charter Bus:** *Check in time: 7:45-8:15am --- Departs at 8:30am.*
BEHIND Deerbrook Mall
10 S. Waukegan Rd
Deerfield, IL
Directions from Chicago: Lake Cook exit off the Eden's Expressway, then west (behind Osco Drugs and Deerbrook Mall) - Lake Cook Rd and Waukegan Rd
We should arrive at camp by 4:00pm.
- **Luggage:** The camp luggage truck will be at the bus pick-up point ONLY the morning of departure from 7:00-8:00am. Duffel bags are the only acceptable luggage we will transport. We will not transport bottled water, soda, egg crate mattresses or plastic drawers/shelves.
- **Transportation Fee:** The fee for transportation will be included on your final invoice. Please indicate on Final Options if you will require transportation.
- **Meals:** We will stop at McDonald's for lunch. Please send along money for this stop, or food if your camper requires special meals. Camp will provide lunch on the return bus trip.
- **Medication:** If your camper requires any special medication at camp, please place medication in a Ziploc bag, labeled with her name and specific instructions and give to a staff member at the bus. A cooler will be available if refrigeration is required.
- **What to wear and carry on the bus:** Dress casually and comfortably. Bring a jacket or sweatshirt and a small bag with personal items.
- **Food and Snacks:** Please send snacks and drinks for the bus ride only! We will not transport large amounts of food, as it is not allowed in the cabins. (See food policy)
- **Other travel arrangements:** Please contact us with any other travel arrangements that require our coordination. If you are driving to camp, please plan to arrive by 3:00pm, or inform us of early/late arrival.



Packing for Camp

- **Cell Phones and other Devices:** We have reinforced our policy on technological devices. Please reference our Un-Plugged information.
- **Luggage:** We require all campers to use duffel bags for luggage. Two or three medium size duffels should be sufficient. *We will not transport boxes or plastic crates.* MAXIMUM weight for a duffel bag is 40 lbs. Please comply, as our counselors need to be able to lift and move them!
- **Laundry Bags:** Each camper is required to have a Birch Knoll laundry bag. These are provided at no cost to each camper. Returning campers should use their old bag and change the cabin number at camp.
- **Clothing List:** A complete clothing list is provided in this guide. It is a guideline and should be modified to your camper's own needs. Nights and mornings can be cool at camp so provide layering options. Laundry service is sent out once a week, returning in 24 hrs.
- **Electrical Appliances:** Hot pots and other devices used to cook food are not permitted at camp. They are hazardous in the cabins and can result in injury to campers.
- **Bedding:** Please send campers with their own bedding. If possible, send two sets so they may be laundered. If sending bedding is not an option, contact us prior to camp so we may have bedding available to your camper.
- **Name Tags:** Clothing and personal items should be marked with your camper's name, as many people have the same or similar items.
- **Books, Stationery, and Games:** Send your daughter with books, magazine, and plenty of stationery and stamps to write home with. Pre-printed address labels are great for younger campers who may not be used to writing home!



Camp Birch Knoll is a carefully created Oasis, designed for freedom, adventure, and creativity. It is a place for kids to find themselves, lose themselves, and just BE themselves! Free from the pressures and stresses of the outside world, it is an escape from the ordinary...it is EXTRAORDINARY!!

We have everything you need for an incredible summer, packed full of love, laughter, and unforgettable memories. In an effort to preserve our traditions and values, we are officially going UNPLUGGED! Please review the items listed below, as well as a list of Super Fun alternatives to "screens".



Cell Phones:

Not Allowed, regardless of chip removal. We understand the desire to use for music, photos, etc. This is not allowed, please see suggestions on next page.



Ipads or other Tablets:

Not Allowed. We understand the desire to use for books, movies, etc. This is not allowed, please see suggestions on next page.



Laptops, TVs, or Portable DVD players:

These have never been allowed for use at CBK.



UNPLUGGED

The Baier Family has 50 Years of Experience in Fun Times at Camp Birch Knoll!! Here is a list of items to add to your camper's packing list that are sure to make their free time a Blast!



Digital Camera, Disposable Camera, or Polaroid Camera
We also take thousands of pics every summer which you can view and print for free on our Facebook page!



MP3 Player, CD Player, or Tape Deck
Music gets you going, and we are all about Dance Parties at CBK!! Any player that has ONLY music capabilities is OK.



Playing Cards, Board Games, Activity Books
These are great group activities that can include the entire cabin during free times.



Embroidery Floss and beads
Send plenty of colorful string so your camper can stack up the friendship bracelets all summer long!



Stationery, Envelopes and Stamps
Put together a stationery kit to encourage writing home!
Don't forget to send stamps!



General Information

- **Visiting:** We do not permit visiting camp during your camper's session. We welcome visitation before or after camp to view the facilities but during session is a distraction to the camp program.
- **Where are You?:** Parents and Guardians -- Please inform us of any travel plans you have during your camper's stay at camp, including itinerary and emergency contact numbers.
- **Camper Insurance:** Birch Knoll has extensive commercial and liability coverage. We DO NOT carry camper medical or accident insurance. Bills for such claims will be sent directly to parents by physicians, clinics and hospitals involved.
- **Telephone Calls:** Calls from campers to home are not allowed during the normal camp session. If your camper is here for 4 weeks, she will have a designated time to call home halfway through the session. Parents have a choice if they want to set up this phone call or not. Some feel it is a distraction to camp and would take away from the program. Discuss with your camper before you fill out the telephone call form. Phone calls will only be made at the specified time, and will be limited to 10-15 minutes. Older campers may have the opportunity to make calls home while on trips, but are not encouraged to. Thank you for respecting our phone call policy, which we have in place to keep with the flow and personality of camp.
- **Mail:** Mail should be addressed to the Camper Name, Cabin #, and our mailing address. Letters should be happy and encouraging. We encourage the campers to write home a few times a week.
- **Food Packages:** Campers are NOT allowed to receive food packages at camp. All packages are opened by the camper in the presence of a staff member, and ALL food items will be confiscated and will not be returned to the sender or the camper at any time. Please inform your friends and relatives of our policy.
- **Spending Money and Valuables:** All money for the camp store and trip money will be collected from the camper when they arrive at camp, or prior to camp. They will have an account at the camp store from which we will subtract their purchases. We do not recommend having money in the cabins, as there are few instances to use it. Expensive clothing, jewelry, and other items are not recommended at camp. Birch Knoll will not be responsible for lost money or personal items.
- **Dismissal from Camp:** We do our best to help each camper become a member of the camp community. However, on very rare occasions we have a camper who cannot or does not want to follow camp rules. Birch Knoll reserves the right to send any camper or staff member home, whose influence and conduct is detrimental to the best interest of camp and all campers. Drinking, smoking, use of drugs, or being in the presence of the above stated is cause for immediate dismissal from camp. There is no refund of fees for girls dismissed from camp.



Packing List

This list is a guideline to use for packing your camper to go to camp. Every age group and camper has specific needs that may require different items. Please consider that if your camper comes for 2-8 weeks, there will be a laundry day once a week.

Clothing:

- T-shirts and tank tops in various colors (we do a lot of team activities by color)
- Sweatshirts and sweatpants for cold nights
- Rain jacket
- Shorts
- Socks and underwear
- Dresses or skirts for fireside once a week
- Swimsuit(s)

Shoes:

- Flip flops
- Tennis shoes
- Rain boots

Bedding:

- Twin size sheets (2 sets)
- Pillow and pillowcase (2 sets)
- Blanket (one heavy, one light)
- **Please **do not** bring foam mattress pads

Towels:

- Beach towels and shower towels

Toiletries:

- Shampoo
- Conditioner
- Body wash
- Toothpaste and toothbrush
- Hairbrush and hair ties
- Shower Bucket

Miscellaneous:

- Water Bottle
- Tennis racquet
- Camera
- Flashlight
- MP3 player
- Blue and yellow spirit wear! (face paint, bandanas, etc)
- Crazy costumes
- Stamps and stationary
- Construction paper, glue, markers, tape, scissors



Food Policy

- **The Bottom Line:**

- * NO food may be brought to camp to be kept in the cabin
- * NO food may be sent to campers in mail or packages
- * The Only food that will be transported to camp is as a snack on the bus

- **Our reasons for this policy:**

- * The single biggest cause of cabin fights is food and candy in the cabin. Some girls have a lot, some have none. Some share, some don't. It is a difficult situation to monitor and supervise.

- * Camp is located in the beautiful Northwoods. Being surrounded by nature means "critters" are around every corner looking for snacks! Having food in the cabins attracts mice, chipmunks, ants, raccoons, and many other animals.

- **Parent Cooperation:**

Please consider and respect our decision on this matter, and send only snacks that will be consumed on the ride to camp. We provide plenty of food and drinks as a part of meals, nighttime snacks, and our camp store. We will not tolerate food being sent in packages by parents, friends or family members. We do not want food to become a reason for competition in the cabins.

Thank you for your help in maintaining a clean and healthy environment.



Secret Sisters

Note: The secret sister program is for **4, 6 and 8 week campers**. 6 week campers will only participate during the second session.

One of the campers' favorite camp programs is Secret Sisters. Each camper selects the name of another camper at random. The girl selected is her secret sister for the session. The selection takes place in a fun and special way that is different every session. It usually begins during the first week of camp, and ends with our Birthday Bash program during the final week of camp.

The idea is to do nice things for your secret sister without them finding out who you are. Many girls will make notes out of construction paper and glitter glue, highlighting a special event or an accomplishment their secret sister has made. Example: "Have a Great time at Capture the Flag!" The are fun to make during free time, and even more fun to receive! It is a great program for creating a family environment, and for all age groups to be involved in something together.

The fun is in being creative and making something. And of course, keeping it a secret! Even if your secret sister finds out who you are, we have a system to trade for someone new so the fun can continue. The big reveal at the end of camp is really fun and exciting.

This is not a competition for who can outspend their cabin mates on secret sister gifts. At our Birthday Bash party, each camper will create a gift for their secret sister from the same size gift bags which we will provide. The gifts should not be large or expensive items. Small, memorable gifts that remind them of camp are great. Small things such as bracelets, nail polish, small games, stuffed animals will be perfect. Please do not spend more than \$25 on secret sister gifts. The spirit is in the giving. The daily notes are as important as the end gift.

Here's what they'll need for supplies:

- Construction paper
- Glue and glitter glue
- Scissors
- Tape
- Markers



Camp Forms 2022

Camper Name: _____

Session: _____

Please complete all forms and return to camp 1 week prior to the session in which your daughter is enrolled. They may be mailed or emailed to the addresses below.

Mailing Address:
Camp Birch Knoll
3500 Dam Ln
Phelps, WI 54554

Email Address:
jackie@birchknoll.com

CAMP/EMERGENCY MEDICAL RELEASE FORM

PARENT/GUARDIAN: PLEASE STAPLE COPY OF **BOTH SIDES** OF YOUR MEDICAL INSURANCE CARD TO THIS SHEET AND RETURN TO CAMP.

This form must be completed and presented to the Hospital at the time of service. Make sure that all shaded areas of this form are completely filled in. (Please print legibly). If all information is not complete, the parent/guardian will be billed as private pay and will be responsible for the bill. Your cooperation is greatly appreciated. Thank You.

Parent/Guardian Authorization: This Health history is correct to the best of my knowledge and the person herein described has permission to engage in all prescribed camp activities except as noted.

Emergency Authorization: I hereby give consent to the medical personnel attending to the treatment of my child or myself to order x-rays, routine tests and treatment, and in the event I cannot be reached in an emergency, I hereby give consent to the attending Physician to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for my child as named on this form. This form may be copied.

Signature of Parent/Guardian or adult camper: _____ Date: _____

Witness: _____ Date: _____

I understand and agree to abide with the restrictions placed on my camp activities.

Signature of Minor Camper (Under 18): _____ Date: _____

Name of Camp you are attending: _____

HEALTH HISTORY

(Check – giving approximate dates)

Frequent Ear Infections _____	Bleeding/Clotting Disorders _____	Chicken Pox _____
Heart Defect/Disease _____	Hypertension _____	Measles _____
Convulsions _____	Psychiatric Treatment _____	German Measles _____
Diabetes _____	Mononucleosis _____	Mumps _____

ALLERGIES

Hay Fever	_____
Ivy Poisoning, etc.	_____
Insect Stings	_____
Penicillin	_____
Other Drugs	_____
Asthma	_____

Has this camper ever required any psychiatric counseling or hospitalization? _____

Operations or serious injuries (dates): _____

Disability or chronic or recurring illness: _____

Any specific activities to be encouraged or limited by physician's advice: _____

Dietary modifications: _____

Allergies: _____

Current medication (send with instructions): **Please use attached "Medication Form"**

Other Diseases or details of above: _____

Name of dentist/orthodontist: _____ Phone (____) _____

Name of family physician: _____ Phone (____) _____

Date of last physical examination: _____

Do you carry family medical/hospital insurance? _____ If so, indicate: _____

Carrier: _____ Policy or Group # _____

(For Female): Has this person menstruated? _____ If not, has she been told about it? _____ If so, is her menstrual history normal? _____

Special Consideration? _____

IMPORTANT – THIS BOX MUST BE COMPLETED FOR ATTENDANCE

My daughter has permission to take part in all of the activities at camp except those listed.

(Please list any activities you prefer your child not to take) _____

 SIGN Signature of Parents or Guardian _____ Date _____

I understand I am not to take part in above listed activities at camp.

 SIGN Signature of Camper _____ Date _____

IMMUNIZATION HISTORY

Required immunizations must be determined locally. Please record the date (month and year) of basic immunizations and most recent booster doses:

VACCINES	YEAR OF BASIC IMMUNIZATION	YEAR OF LAST BOOSTER
Diphtheria	1	1
Pertussis (Whooping Cough) } DTP*	2	2
Tetanus	3	
Tetanus		
Diphtheria } TD*		
or		
Tetanus		
Oral Polio (Sabin)* TOPV		
Injectable Polio (Salk)		
Measles (Hard measles, red measles, Rubeola)		
Mumps		
Rubella (German measles, 3 – day measles)		
Other		
Tuberculin Test given _____ (most recent)	N/A	N/A

HEALTH EXAMINATION BY LICENSED PHYSICIAN

I have examined the above camp applicant. Date Examined: _____

HEIGHT _____ WEIGHT _____ BLOOD PRESSURE _____

In my opinion, the above's condition does preclude does not preclude his/her participation in an active camp program.

The applicant is under the care of a physician for the following condition(s): _____

Current treatment (include current medications): _____

Explanation of any reported loss of consciousness, convulsion, or concussion: _____

Does applicant have epilepsy? Yes _____ No _____ Does applicant have diabetes? Yes _____ No _____

RECOMMENDATIONS AND RESTRICTION WHILE AT CAMP:

Any treatment to be continued at camp: _____

Any medication to be administered at camp (*specific dosages*): **Please use attached "Medication Form"**

Any medically prescribed meal plan or dietary restrictions: _____

Any allergies (*food, drugs, plants and insects, etc.*): _____

Additional Health Information: _____

Licensed Physician's Signature _____

Phone (____) _____

Address _____

Date of Form Completion _____ *By _____

*Initial if completed by nurse or physician's assistant.

EMERGENCY ADMISSION INFORMATION

* Parent/Guardian – These questions will be asked of your child in the event that there is a need to take him/her to the Emergency Room of a hospital. Having this information available will expedite the admission process and treatment of injuries or illness.

CAMPER'S INFORMATION

Camper's Last Name: _____ Camper's First Name: _____ MI: _____
Camper's Birthdate: _____ Age: _____ Sex: _____
Camper's Home Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Parent's Work Phone: _____ Emergency Phone: _____
Camper's Social Security Number: _____

PARENT/GUARDIAN INFORMATION

Father's Name: _____ **Social Security #:** _____
Father's Birthdate: _____ Is Father living at same address as camper? Yes _____ No _____
Address (If different): _____
Employer's Name: _____ How long? _____
Employer's Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____
Occupation: _____ Are you Self-Employed? _____
Mother's Name: _____ **Social Security #:** _____
Mother's Birthdate: _____ Is Mother living at same address as camper? Yes _____ No _____
Address (If different): _____
Employer's Name: _____ How long? _____
Employer's Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____
Occupation: _____ Are you Self-Employed? _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____ Relationship: _____

MEDICAL INSURANCE INFORMATION

Complete name of the insurance company: _____
Company billing address on card: _____
City: _____ State: _____ Zip Code: _____
Is this a PPO? _____ If so, please provide PPO Name: _____
Policy Holder's name as it appears on card: _____
Effective Date: _____ Group: _____ Group Name: _____
Policy Holder's Employer's Name (If different from Parent Information) and the City and State located. _____



Final Enrollment Information

Camper Name: _____

Grade in Fall _____

Please indicate the session your daughter will attend:

- _____ Two Week Session (June 20 - July 2, 2022)
- _____ Two Week Session (July 17 - July 30, 2022)
- _____ Four Week Session (June 20 - July 15, 2022)
- _____ Four Week Session (July 17 - August 10, 2022)
- _____ Eight Week Session (June 20 - August 10, 2022)
- _____ One Week Session (August 11- August 17, 2022)

Transportation:

Bus and Luggage To/From Camp:

- _____ One Way TO Camp
- _____ One Way FROM Camp
- _____ Round Trip

Auto:

- _____ TO Camp
- _____ FROM Camp
- _____ Round Trip

Air:

If you will be flying in, please contact Gary (cbkfun@aol.com) or Jackie (jackie@birchknoll.com) with the dates and flight details to coordinate transportation to camp.



Contact Information

Camper Name: _____

Camper Email: _____

Camper Cell Phone: _____

Mom Name: _____

Mom Email: _____

Mom Cell Phone: _____

Dad Name: _____

Dad Email: _____

Dad Cell Phone: _____

Emergency Contact Name: _____

Emergency Contact Email: _____

Emergency Contact Cell Number: _____

Please complete all forms and return to camp 1 week prior to the session in which your daughter is enrolled. They may be mailed or emailed to the addresses below.

Mailing Address:
Camp Birch Knoll
3500 Dam Ln
Phelps, WI 54554

Email Address:
jackie@birchknoll.com