

# **GIRL SCOUTS OF MIDDLE TENNESSEE PARENT/GUARDIAN INFORMATION GUIDE SUMMER 2010**

Girl Scouts of Middle Tennessee works year round to provide an exceptional summer camp program for everyone.

We consider it an honor and a privilege to serve your camper at Camp Holloway and Camp Sycamore Hills.

This guide is designed to help you and your camper prepare for her summer experience.

**Information and instructions have changed.**

**Please read this information carefully.**

# CONTACT INFORMATION

## Camp Holloway

Missie Bratton, Director  
[mbratton@gsmidtn.org](mailto:mbratton@gsmidtn.org)  
(615) 67-2959 - office  
(615) 672-7091 - fax

## Camp Sycamore Hills

Stefanie Lawhorn, Director  
[slawhorn@gsmidtn.org](mailto:slawhorn@gsmidtn.org)  
(615) 460-0218 - office  
(615) 792-5032 - Camp Sycamore Hills  
(615) 792-7395 - fax

Carol Coats, Equestrian Manager  
[ccoats@gsmidtn.org](mailto:ccoats@gsmidtn.org)  
(615) 94-3214

## JOIN US FOR OPEN HOUSE

Sunday, March 28, 2010

Camp Holloway and Camp Sycamore Hills

2:00 p.m. – 5:00 p.m.

## OR

Camp Holloway  
Saturday, May 22, 2010  
9:00 a.m. – noon

Camp Sycamore Hills  
Saturday, May 22, 2010  
2:00 p.m. – 5:00 p.m.

Open House is a great time for campers and parents/guardians to become acquainted with resident camp. Learn about our summer camp program, meet staff and enjoy a tour.

### **Bring the whole family!**

The trading post will be open.

**Pets are not allowed on camp property.**

## **CHECK IN**

The camp gate will open at 2:00 p.m. *Allow 1 to 2 hours for check-in.*

**Arriving on Sunday: 2:00 p.m. – 4:00 p.m.**

**Arriving on Wednesday: 11:00 a.m. – 12:00 p.m.**

**Arriving on Monday, July 5: 2:00 p.m. – 4:00 p.m.**

## **WHERE**

- Staff will greet you at the front of the property with parking directions.
- Staff will direct you where to place the camper's luggage.
- Enter the Red Barn/Lodge to register.
- Visit each registration table in order.

**Families may only visit campers' sleeping units at Open House on March 28, 2010 or May 22, 2010.**

**Families will not visit sleeping units on check-in day.**

## **WHAT TO BRING**

- Personal items and bedding (see packing list)
- Medications and special needs food
- Money for Trading Post
- Mail or packages to be delivered during the week

**ALL CAMPER PAPER WORK** must be mailed to Girl Scouts of Middle Tennessee no later than **May 3, 2010**

## **CHECK OUT**

Campers will be released to the authorized adult listed on the camper release form.

**All adults (including parents) must show a valid photo ID.**

Any remaining Trading Post money and medications will be given to the adult.

**Leaving on Friday: 3:00 p.m. – 4:00 p.m.**

**Leaving on Wednesday: 10:00 a.m. – 11:00 a.m.**

Please make arrangements to pick up your camper on time. *A \$60 late fee will apply.*

# DIRECTIONS AND MAP TO CAMP HOLLOWAY

## From Nashville

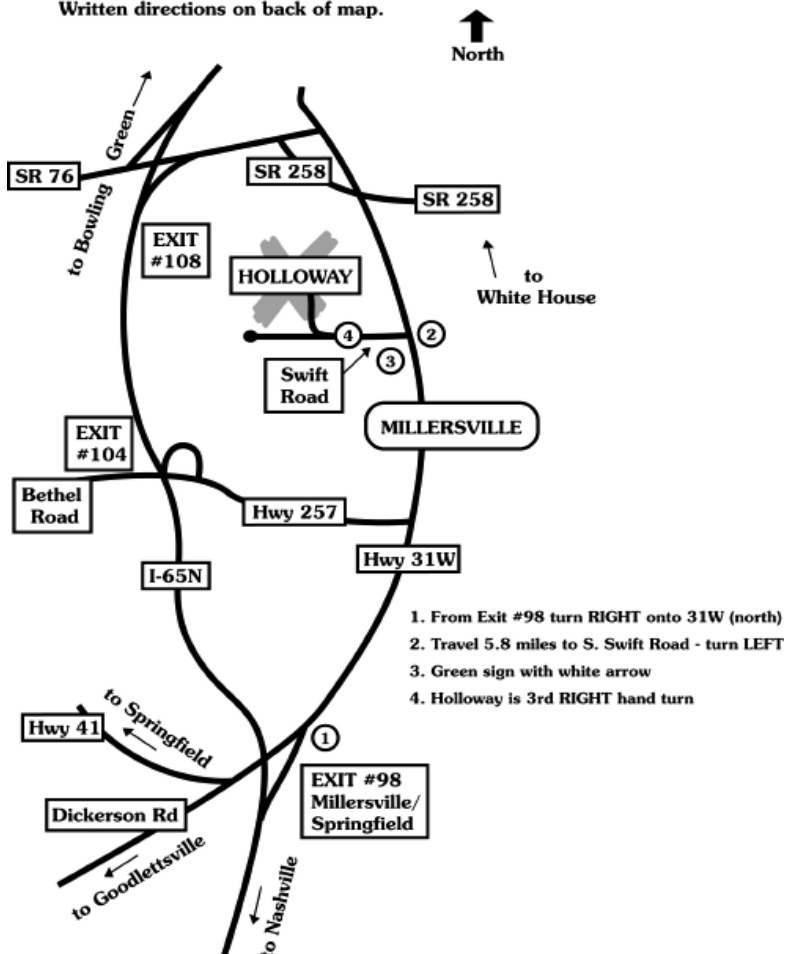
- Travel on I-65 going North.
- Take Exit #98 (Millersville/Springfield)
- Merge right onto Hwy 31W (towards Millersville).
- Stay on Hwy 31W for 5.8 miles.
- Look for a green sign with a white arrow on the left side of the highway.
- Turn left onto South Swift Road.
- Turn right at the third road onto Holloway Road. (Look for the green and white Camp Holloway sign.)

## From Kentucky/Northern Tennessee

- Take I-65 going South.
- Take Exit #108 (White House), turn left on SR 76. Go 0.5 mile.
- Turn right on SR 258 (South). Go 0.5 mile.
- Turn right on Highway 31W (South). Go 3.0 miles.
- Look for a green sign with a white arrow on the left side of the highway.
- Turn right onto South Swift Road.
- Turn right at the third road onto Holloway Road. (Look for the green and white Camp Holloway sign.)

## Holloway

Written directions on back of map.



Speed limit is 10 mph and strictly enforced by the local police. Watch for children as you enter camp.

# DIRECTIONS AND MAP TO CAMP SYCAMORE HILLS

## From I-24 East and I-24 West

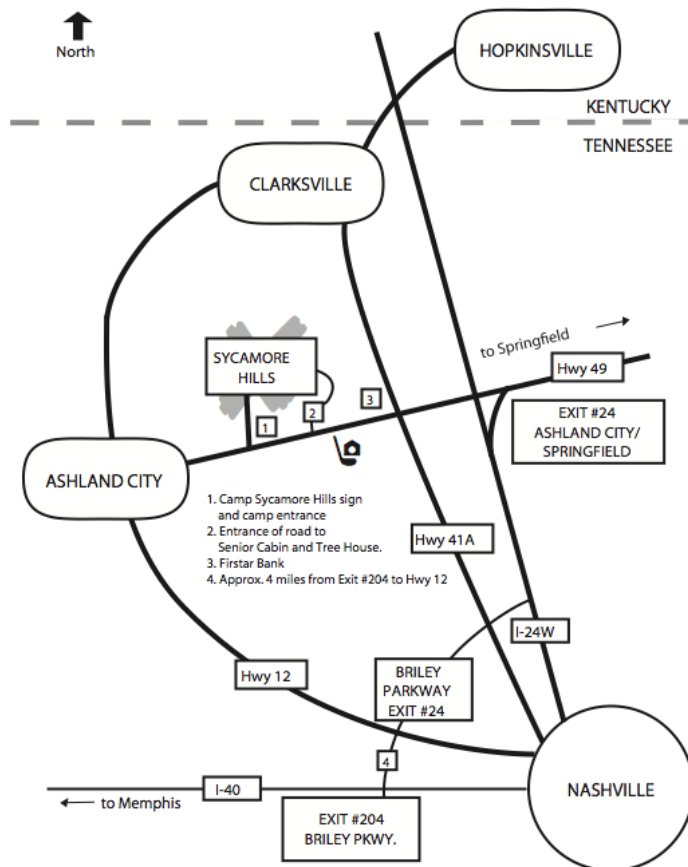
- Take Exit #24 (Hwy 49) and turn toward Ashland City.
- Stay on Hwy 49 for 5.7 miles.
- Turn right onto Girl Scout Road just before the bridge over Sycamore Creek.

## From Nashville

- Take I-40W to Exit #204, Briley Pkwy (Hwy 155, NOT White Bridge Rd.).
- Go approximately 4.1 miles to Exit #24.
- Exit right, then turn left onto State Route 12 (Hydes Ferry Pike) toward Ashland City.
- At the second traffic signal in Ashland City (at the Court House) turn right onto Hwy 49 East (toward Springfield).
- Go about 5 miles. When you cross the bridge over Sycamore Creek, immediately slow down so you can turn left onto Girl Scout Road, the camp entrance.

## Sycamore Hills

Written directions on back of map.



# FORMS

**Mail all forms no later than May 3, 2010 to:**

Girl Scouts of Middle Tennessee  
Attn: Camp Registrar  
4522 Granny White Pike  
Nashville, TN 37204

## REQUIRED FORMS:

### 1. CAMPER HEALTH HISTORY FORM

This form must be filled out and signed by a doctor or nurse practitioner. The actual examination date must be within 24 months of camp arrival. Copies of immunization records, including the last tetanus shot, may be attached. Forms are valid only with parent/guardian and doctor's signatures. Health forms must arrive by May 3, 2010 to allow Health Care Staff to review all forms prior to check-in day.

Check-in does not allow for private conversations.

Campers will not be permitted to attend camp without completed health forms.

Health forms from last summer have been stored and are not available.

### 2. CAMP PERMISSION FORM

**General Camp Permission** – this gives your camper permission to participate in camp activities.

**Equestrian Program Permission** – this gives your camper permission to participate in the horseback riding program at Camp Sycamore Hills.

**Summer Camp Code of Conduct** – this gives your camper an expectation of behavior.

**Camper Release Information** – this lists all authorized adults to whom the camper may be released.

### 3. PERSONAL RECORD

This form gives us an insight into your camper's family life and camp history and helps us know her a little better.

# PREPARING FOR CAMP

## Packing

Parent and camper should pack together. It is important that the camper knows what they have, where it is and why they have it. There are no laundry facilities available for campers, so pack enough for the entire week – extra socks are always a good idea. Label each item with the camper's name.

## Packing List

### Clothing

- Shirts or T-shirts – NO spaghetti straps, tank tops or midriffs
- Shorts – camp appropriate
- Jeans or long pants
- Underwear
- Socks - above the ankles
- Pajamas
- Jacket/sweatshirt or heavy sweater
- Raincoat or poncho – no umbrellas
- Hat, bandanna
- Swimsuit
- Hiking boots – if already owned
- Tennis shoes – closed toe & heel
- Old shoes that can get wet or aqua socks
- Shower shoes

### Toiletries

- Hair brush/hair ties/rubber bands
- Towels, washcloths & a pool towel
- Toothbrush/toothpaste
- Shampoo/soap
- Feminine hygiene products

Do not bring make up, scented lotions or perfumes

### Bedding

- Sleeping bag &/or blankets & sheets
- Pillow with pillow case

### Camping Supplies

- Water bottle- Minimum of 16oz.
- Small backpack to carry daily items
- Flashlight & extra batteries
- Insect repellent – non aerosol
- Sun screen – non aerosol
- Large drawstring bag – laundry bag

### Program Attire

- Extra jeans for ropes, rappelling, climbing & horses
- Props & costumes for theatrical plays
- Extra swimsuits & towels for aquatics
- **\*\*Riding boots or closed-toe leather shoes with smooth sole & at least 1/2 inch heel – if already owned (campers may use boots from the horse barn if desired)**

### Optional

- Warm fuzzy friend, stuffed animal
- Camera – consider a disposable
- Stationery, stamps -- pre-addressed
- MP3 Player – with ear phones
- Books or magazines

\* Camp Sycamore Hills only

# **SUMMER CAMP CODE OF CONDUCT**

1. I will treat each camper and staff member with respect and dignity.
2. I will not use inappropriate language – cursing, teasing or bullying – while at camp.
3. I will respect the personal property of campers and staff.
4. I will respect the privacy and personal space of campers and staff.
5. I will respect the buildings, furnishings and facilities of the camp itself.
6. I will not put myself or others at risk while at camp.
7. I will not bring/use a weapon of any kind, including a pocket knife while at camp.
8. I will not bring/use drugs or alcohol while attending camp.
9. I will not bring/use a cell phone or pager while attending camp
10. I will not bring food or drink to camp.

**If a camper violates the Summer Camp Code of Conduct, she is subject to being sent home immediately.**

## **CAMPER MEDICATION**

Prescription medication given to your camper must meet the following criteria:

- Prescribed to her by a physician
- In the original prescription container
- Accompanied by detailed, written instructions

**Medications not in the original container will not be accepted. The medication will be sent home along with the camper.**

Camp Holloway and Camp Sycamore Hills have a local physician on call at all times. All medications will be dispensed as directed by the health care supervisor.

### **Over the counter medications**

Non-prescription drugs that may be administered in our health care facility include: acetaminophen (e.g. Tylenol); antacids (e.g. Pepto-Bismol); allergy medication (e.g. Benadryl, Sudephrine); antibiotic and other topical ointments (e.g. triple antibiotic cream and Cortizone); powder (e.g. talc powders and medicated powders); cleanser (e.g. rubbing alcohol and hydrogen peroxide); and eye drops.

**Any restrictions regarding over the counter medication must be noted on the Camper Health History Form.**

**If additional health information needs to be discussed with our health care staff, please call as soon as possible.**

## **Notification of Parent/Guardian**

Our staff will make an effort to contact you by phone if your camper has a need for an out-of-camp healthcare visit. Because of timing and scheduling conflicts, we cannot promise that we will be successful in reaching you prior to her treatment. We generally do not contact you if your child is seen in our camp health care facility for routine problems that do not require a physician referral. e.g. skinned knees, headache, etc. The decision to consult you is determined on a case-by-case basis. Please attach a letter to your camper's health form if you want us to follow a practice different from what has been described.

## **Medical Insurance**

A copy – front & back -- of the camper's health insurance card must be attached to her Camper Health History Form

## **Health Screening at Check-in**

All campers must be checked for current health conditions. The camper's temperature will be taken and her head will be checked for any form of lice. Your camper will be sent home if she:

- Has a fever of 100 degrees or more
- Has head lice or evidence of lice in any form
- Needs immediate medical attention
- Has any contagious condition

The welfare of the entire camp population must be kept in mind. If a camper is sent home, she may return with a signed letter from her physician stating that she does not have any contagious conditions and is in good health. Arrangements to attend a later session may also be arranged with the Girl Scout office, if space is available.

# **ABOUT CAMP**

## **Safety**

The camper's general well being is the prime concern of the Girl Scouts of Middle Tennessee. Our camp meets state health codes, American Camp Association standards and strict Girl Scout standards. Along with the health care staff, many staff members maintain current First Aid and CPR certifications. A full-time site manager lives on camp, patrols and maintains camp and supervises the security of camp. All precautions are taken to provide a safe and healthful experience for each and every camper.

## **Typical Day**

- Campers' days are filled with activities centered on the specific program your camper selected. Activities vary but may include hiking, outdoor cooking, ropes/challenge course activities, rappelling, arts and crafts, songs, outdoor skills, swimming, archery, climbing and games.
- Girls may not have time in their schedules to experience all of these activities and certain activities have age restrictions according to Girl Scouts of the USA (GSUSA) *Safety-Wise* standards.
- Girls attend flag ceremonies and help with camp responsibilities (kapers).
- Evening activities may include campfires, talent shows & other all-camp activities.

## **Typical Schedule**

- Rise and shine (6:30 - 7 a.m.)
- Flag Ceremony
- Breakfast
- Activities Periods
- Lunch
- Rest Hour in Living Unit
- Activities Periods
- Dinner
- Flag Ceremony
- Night Activities
- Bedtime (9:00 - 10:30 p.m.)

## **Camp Staff**

Camp counselors are enthusiastic, talented, caring adults. They are selected on the basis of their skills, experience, ability to serve as role models and their genuine desire to work with girls.

Counselors are trained in camp skills, the Girl Scout program, safety and human development. Most staff members are full-time college students or recent graduates.

The camp staff is required to go through an orientation that covers everything from program instruction, homesickness, first aid, youth development, risk management and more.

## **Living Facilities**

Our facilities for campers include platform tents (floored tents with four cots) and dorm style cabins. Camp is a safe environment for girls to learn independence. Our staff does not sleep in the same tent or room as the campers. They are however, in close proximity and are easily accessible. Housing will be determined by the unit size, age of the participants, the capacity and attendance of the program.

## **Meals**

Good camp-style meals are provided at camp. A daily snack is also provided. Menus are reviewed annually. Every effort is made to work with special dietary needs that are documented by a doctor, religiously connected or commonly practiced in the home (i.e. vegetarian). This information needs to appear on the Camper Health History Form. With some diets, you will be required to provide the food for your camper (i.e. lactose-free milk). Due to health standards, some extreme diets (i.e. "no carbs") cannot be accommodated.

**Please call the camp director at least two weeks prior to your camper's arrival to discuss arrangements.**

## **Luggage**

Campers and staff will move the luggage from the designated drop-off areas to the units after check-in. Campers should limit their luggage to one large suitcase, duffel bag, footlocker, or Rubbermaid storage box (with straps to keep it closed). We also suggest a large drawstring bag (to hold pillow and bedding on check-in and dirty laundry on check-out). Laundry facilities are not available to campers. Be sure to pack enough clothes for the entire stay (plus any emergencies). Extra pairs of socks are very important.

## **Weather**

The camp director and site manager monitor weather radios & internet weather sites in order to receive information about serious weather. All staff members are trained to follow the emergency procedures established specifically for each property. Camp programs continue in the rain unless weather is severe. If weather is severe, programs are moved indoors.

## **Trading Post**

The Trading Post, our camp store, has various items available for purchase such as: water bottles, t-shirts, pencils, stuffed animals and other camp items. Items range in cost from \$1 to \$20. We recommend that you leave \$10 to \$25 for your camper. Money for the Trading Post is to be left with the staff during check-in. The remaining balance is returned on check-out day.

## **Lost and Found**

Our staff makes every attempt to keep your camper and her personal belongings together. Please label all of your camper's belongings and pack a copy of the list of items your camper brought. On the last day of camp, we try to hand out all lost and found items. When you arrive on pick-up day, be sure to gather all of your camper's belongings. Items left at camp will remain at camp for 10 days after your camper's session. Items are then donated to a charitable organization.

**Girl Scouts of Middle Tennessee is not responsible for any lost or stolen items at camp.**

## **Kapers**

At Girl Scout camp, girls are active members of our camp community and are assigned a daily unit chore and a daily camp chore. Kapers include picking up trash, collecting fire wood, setting tables and serving meals, cleaning the bathroom and delivering the flag ceremony.

## **Birthdays**

A camper having a birthday at camp is always recognized. She will get a special treat from the camp staff and the whole dining hall will sing to her at one of the meals.

## **Swim Check**

Each camper is checked for swimming ability. Discuss this process with your camper before camp, so she is prepared and confident. Groups of approximately 5 girls are "checked" at the same time. They swim across the pool and tread water. The swim check ONLY determines if the camper can go into the deep end of the pool. Girls may request to be re-checked during the week. Please let her know this and encourage her to try again if she wants to go into the deeper water.

# **PARENT/GUARDIAN CONTACT**

## **Mail**

Mail is very important at camp – no matter how short a time your camper is here. Parents, relatives and friends are encouraged to write energetic and positive letters. The content of a letter makes a big difference. It is recommended that you send letters a few days prior to your camper's arrival. You may bring letters on check-in day and they will be distributed throughout the week. If you would like to encourage letter writing, then send your camper with pre-addressed and stamped envelopes.

One-way email service is provided by Bunk1.com. This service allows family members to send an email to their campers. The email is printed & delivered with the general mail delivery. Campers cannot respond by email.

## Stay in touch this summer with One-Way Camper Email!

We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use, summer website services let you stay in touch with your camper all summer!

**RETURNING PARENTS:** If you had an account at this camp last summer, you can continue to use your old username and password. Simply sign in at the link below. The first time you visit the site you will be prompted to update your contact information and re-activate your account.

### Camp Holloway

To set up a new account and visit our online community:

1. Go to our website at **[www.campholloway.bunk1.com](http://www.campholloway.bunk1.com)**
2. Click the "Register Now" button
3. Enter your pre-approved registration code: **9116HY1**
4. Fill out all the required information
5. Purchase Bunk Note credits (you will need a credit card)
6. Send an email to your camper!

*\* For your camper's safety, please do not share the pre-approved registration code above.*

### Camp Sycamore Hills

To set up a new account and visit our online community:

1. Go to our website at **[www.campsycamorehills.bunk1.com](http://www.campsycamorehills.bunk1.com)**
2. Click the "Register Now" button
3. Enter your pre-approved registration code: **9115SY1**
4. Fill out all the required information
5. Purchase Bunk Note credits (you will need a credit card)
6. Send an email to your camper!

*\* For your camper's safety, please do not share the pre-approved registration code above.*

#### Frequently Asked Questions

##### **How do I send a Bunk Note (one-way email) to my camper?**

Follow the instructions above except, after registering. Simply sign in and check on the Bunk Notes button. Enter your camper's name, select the correct program, type your message, and hit the "Send" button.

##### **Why do I have to pay to send Bunk Notes (one-way email)?**

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more

importantly, frees us to do what we do best – be with your kids! Bunk Notes credits cost \$1 each and are purchased in packs of various sizes.

##### **Can other relatives use these services?**

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

##### **What do I do if I lost my username and password?**

You can get it online by going to [www.bunk1.com](http://www.bunk1.com) and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.

### **Questions or Problems?**

Please call Bunk1 at 1-800-216-9472 or go to [www.bunk1.com/contact.asp](http://www.bunk1.com/contact.asp)



## **Care Packages**

Care packages with personal items are fine. Please do not send snack or food items. Food in the sleeping quarters attracts animals & insects. Any food or candy brought or sent to camp is collected, held and returned the last day of camp.

## **Phone Calls**

Your phone calls are always welcome. If you call to check on your camper, we will take down your information and have one of her counselors call you back. By doing this, you will get a first hand account of your camper's experience. Our staff will contact you with any questions or concerns. Campers are not allowed to call home.

Please make your camper aware of our policy regarding the internet and camp.

## **Internet Social Networking and Blogging Policy**

Girl Scouts of Middle Tennessee respect the right of our campers to use social networking websites (e.g., MySpace.com or Facebook.com), personal web sites, and weblogs as a medium of self-expression. At the same time, camper safety is of utmost importance to us. Our camp requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, other campers, and/or employees, in a blog or on a web site.

1. Campers must be respectful in all communications and blogs related to or referencing the camp, other campers, and/or employees.
2. Campers must not use blogs or personal Web sites to disparage the camp, other campers, or employees of the camp or engage in any activity that is offensive based on race, color, religion, gender, national origin or age.
3. Campers must not use blogs or personal Web sites to harass, bully, or intimidate other campers or employees.
4. Campers must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies or state or federal law.
5. Campers must not post pictures of other campers or employees on a Web site.

## **A CAMPER'S EMOTIONAL WELL-BEING**

### **Helping Your Camper Cope**

Talk to your camper before camp about some of the things that will be different, such as strange sounds in the woods at night, sharing a tent or cabin with other girls and eating meals in a large dining hall. Prepare campers to expect to compromise with other campers, help with kapers and share the counselor's attention.

Attending Girl Scout camp is a very special experience. Meeting new friends, hiking, swimming, cooking out and singing around the campfire are some of the things she will do. Camp will give your child time to grow. She will come back to you with pride in herself, eager to share the new skills she has learned.

Homesickness is a common occurrence at camp; in fact, it is the norm rather than the exception. The following are researched suggestions from camping professionals at the American Camp Association:

### **Before camp:**

- Visit camp at the Open House on March 28, 2010 or May 22, 2010.
- Girls are more likely to have a positive experience if you prepare for camp together.
- Pack her favorite stuffed animal.
- Practice staying the night away from home before coming to camp
- Do not tell your child that you will “rescue” her from camp if she doesn’t like it. Don’t bribe. The reward will be self confidence and independence.  
Please don’t tell your camper she will be able to call you.
- Acknowledge that you will miss her.  
Reinforce you know she will have a great time at camp & she will be safe.
- Encourage her to write home – send addressed envelopes with stamps.
- Ask your child if she thinks she will get homesick.
- Acknowledge her feelings regarding camp before she leaves.
- Let her know things at home will be taken care of - pets will be fed, etc.  
It’s very hard for her if she feels worried or guilty for being away from home.

### **During camp:**

- Drop off a letter or care package during check-in to ensure she receives mail.
- Send her positive letters from home.
- Send pictures of friends and family to camp.
- Avoid the temptation to pick up your child early.
- Don’t feel guilty about encouraging your child to stay at camp.
- Trust your instincts; most homesick incidents will pass in a day or two.

**For any other questions please contact Girl Scouts of Middle Tennessee at [www.gsmidtn.org](http://www.gsmidtn.org), (615) 383-0490 or 1(800) 395-5318.**