

# GIRL SCOUTS OF MIDDLE TENNESSEE

## 2012 SUMMER CAMP PARENT/GUARDIAN INFORMATION GUIDE

Girl Scouts of Middle Tennessee work 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.

### **CAMP CONTACT INFORMATION:**

#### CAMP HOLLOWAY

Camp Director

email: [cdirector@gsmidtn.org](mailto:cdirector@gsmidtn.org)

fax: Camp Holloway office: (615) 672-2959

#### CAMP SYCAMORE HILLS

Jennifer Buckelew, Camp Director

email: [jbuckelew@gsmidtn.org](mailto:jbuckelew@gsmidtn.org)

office: (615) 460-0218

fax: (615) 460-0218

Camp Sycamore Hills office: (615) 792-5032

Carol Coats, Equestrian Manager

email: [ccoats@gsmidtn.org](mailto:ccoats@gsmidtn.org)

office: 615-792-6551

fax: (615) 792-7395

## CAMP OPEN HOUSE

Open house is a great time for campers and parents/guardians to become acquainted with camp facilities, programs and staff. Enjoy a tour of camp, roast a marshmallow and participate in traditional camp activities. The trading post will be open. You're welcome to bring the whole family, but please leave the family pet at home.

Camp Holloway and Camp Sycamore Hills

April 22, 2012

4:00 p.m. – 6:00 p.m.

## SUMMER CAMP CHECK-IN:

### CHECK-IN TIMES:

Camp Holloway

For campers arriving on Sunday: 3:00 p.m. - 5:00 p.m.

For campers arriving on Wednesday: 11:00 a.m. - 12:00 p.m.

Camp Sycamore Hills

For campers arriving on Sunday: 4:00 p.m. - 6:00 p.m.

For campers arriving on Wednesday: 11:00 a.m.

### WHAT TO BRING TO CHECK-IN

1. Personal items, clothing and bedding (see packing list in this document)
2. Medications and dietary required food
3. Money for the trading post
4. Mail or packages to be delivered during the week

### SUMMER CAMP CHECK-IN PROCESS

#### **1. Please allow one hour for check-in.**

2. Staff will greet you at the front of the property with parking directions and will also direct you where to place the camper's luggage.

3. Check in at the camp registration desk.

4. Girls will proceed to a health screening; all campers must be checked for current health conditions. 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 Girl Scouts of Middle Tennessee if space is available. Your camper cannot remain at camp if the following apply:

- a. Has a fever of 100 or higher degrees
- b. Has head lice or evidence of lice in any form
- c. Needs immediate medical attention
- d. Has any contagious condition as determined by health care staff
- e. Does not have a physician's signed Health History and Examination Form.

5. Leave any mail or packages for your camper in the mail drop boxes.

6. Visit the trading post to deposit money for your daughter to spend while at camp.

7. Parent(s)/guardian(s) check in camper to their assigned counselor. Parents/guardians may walk to camping unit.

## SUMMER CAMP CHECK-OUT

### CHECK-OUT TIMES

For campers leaving on Friday: 1:30 p.m. - 3:30 p.m.

For campers leaving on Tuesday: 3:00 p.m.

Please note: If you need to pick up your camper earlier or later than the scheduled check-out time, you must call the camp director and make special arrangements. An additional late fee of \$60 will be applied if you have not made previous arrangements with the camp director.

### SUMMER CAMP CHECK-OUT PROCESS

Traditional campers: Please join us for a parent/guardian presentation at 1:45 p.m.

Equestrian program campers: Camp Sycamore Hills' equestrian campers will check out at Riverview Equestrian Center. Please join Beginning English, Horse Fan, Horse Play, Horsin' Around and Saddle Up campers for a tour of the barn beginning at 1:45 p.m. Parents of Bits & Bridles, Boots & Saddles, Going English, Jumping, Sycamore Saddlers, and Way Out West will sign up for a check out time that corresponds to their camper's riding presentation.

Tuesday check out: There will not be a camper presentation on Tuesdays.

***Please note: All adults must show a valid photo ID (including parents). Campers will only be released to the authorized adult listed on the camper release form. Trading post money, medications and a badge sheet will be given to the authorized adult.***

## CAMP DIRECTIONS

### TO CAMP HOLLOWAY:

From Nashville:

1. Travel on I-65 North.
2. Take exit 98 (Millersville/Springfield).
3. Merge right onto Hwy 31 W. (towards Millersville).
4. Stay on Highway 31 W. for 5.8 miles, traveling North.
5. Look for a green sign with a white arrow on the left side of the highway.
6. Turn left onto South Swift Road.
7. Turn right at the third road onto Holloway Road (look for the green and white Camp Holloway sign.)

From Kentucky/Northern Tennessee:

1. Take I-65 South.
  2. Take exit 108 (White House) and turn left on State Route 76. Travel 0.5 miles.
  3. Turn right on State Route 258 South. Travel 0.5 miles.
  4. Turn right on Highway 31 W. traveling south. Travel 3 miles.
  5. Turn right onto South Swift Road.
  6. Turn right at the third road onto Holloway Road (look for the green and white Camp Holloway sign.)
- Please note: The camp speed limit is 10 mph and strictly enforced by the local police. Watch for children as you enter camp.

### TO CAMP SYCAMORE HILLS:

From I-24:

1. Take exit 24 (Hwy 49) and turn toward Ashland City.
2. Stay on Highway 49 for 5.7 miles.
3. Turn right onto Girl Scout Road just before the bridge over Sycamore Creek.

From Nashville:

1. Take I-40 West to exit 204 (Briley Parkway: Hwy 155 - not White Bridge Road).
2. Travel approximately 4.1 miles to exit 24 (Highway 12).
3. Exit right, then turn left onto State Route 12 (Hydes Ferry Pike) toward Ashland City.
4. At the second traffic signal in Ashland City (at the court house) turn right onto Highway 49 East (toward Springfield).
5. Travel approximately five miles. When you cross the bridge over Sycamore Creek, immediately slow down so you can turn left onto Girl Scout Road.

## **FORMS - ALL FORMS ARE DUE BY MAY 11, 2012**

**ALL FORMS CAN BE FOUND ONLINE AT [WWW.GSMIDTN.ORG/CAMP/SUMMERCAMP/](http://WWW.GSMIDTN.ORG/CAMP/SUMMERCAMP/).  
YOU MAY SUBMIT FORMS IN THREE WAYS.**

1. Mail to:

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

2. Fax to: (615) 460-0238

3. Email to: [campforms@gsmidtn.org](mailto:campforms@gsmidtn.org)

## **REQUIRED FORMS (IN ADDITION TO YOUR CAMP REGISTRATION FORM)**

### **1. 2012 SUMMER CAMP CAMPER HEALTH HISTORY AND EXAMINATION 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. (make doctor's signature bold) Health history and examination forms must arrive by May 11, 2012 to allow healthcare staff to review all forms prior to check-in day. To better accommodate your camper's needs and medical concerns, please call the camp director two weeks prior to arrival to discuss medical, dietary, physical, behavioral or emotional needs. Health care staff is limited during check-in time. *CAMPERS WILL NOT BE PERMITTED TO ATTEND CAMP WITHOUT COMPLETED HEALTH FORMS.*

### **2. 2012 SUMMER CAMP CAMPER PERMISSION FORM**

There are two sections of this form; one, general and adventure program permission and two, equestrian program permission. The general camp permission form gives your camper permission to participate in camp activities. The equestrian program permission form is for campers participating in equestrian programs.

### **3. 2012 SUMMER CAMP CODE OF CONDUCT AND INTERNET SOCIAL NETWORKING AND BLOGGING POLICY FORM**

Please review this form with your camper. The summer camp code of conduct gives your camper an expectation of behavior and must be signed by both the camper and the parent/guardian. Please review and sign the internet, social networking and blogging policy with your camper prior to arriving at summer camp.

### **4. 2012 SUMMER CAMP CAMPER RELEASE INFORMATION FORM**

This form lists all authorized adults to whom the camper may be released. Please include yourself, spouse and anyone else who could pick up your daughter at check out or in case of an emergency.

### **5. 2012 SUMMER CAMP CAMPER PERSONAL RECORD FORM**

This form helps us get to know your camper. Please take the time to complete this form and tell us her wants, needs, likes, fears and peer group. Take time to share with us your desire for her camp experience.

## REFUNDS, TRANSFERS AND CANCELLATIONS

The \$100 deposit will only be refunded if your camper's program choices are full and we are unable to place her in a program.

After April 27, the only reasons for a partial refund that will be accepted are absence due to camper's illness or death/serious illness of an immediate family member. A physician's statement must be provided in the case of camper's illness.

A written request for a refund must be postmarked within 10 days of the last day of the week your camper was registered to attend.

A \$30 transfer fee will be charged when you request your camper be transferred from one camp to another.

### ***SUBMIT YOUR REQUEST FOR A REFUND IN ONE OF THE FOLLOWING WAYS:***

1. Mail:

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

2. Fax: (615) 460-0238

3. Email: [campforms@gsmidtn.org](mailto:campforms@gsmidtn.org)

## **SAFETY**

A camper's general wellbeing is the prime concern of Girl Scouts of Middle Tennessee. Our camp meets state health code and 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.

## **CAMPER MEDICATION**

### **PRESCRIPTION MEDICATION:**

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

1. Prescribed to her by a physician
2. In the original prescription container
3. Accompanied by detailed, written instructions

Medication that is not received in the conditions above will not be dispensed to your 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 or trained staff member.

### **OVER THE COUNTER MEDICATION:**

Non-prescription medication administered in our health care facility include: acetaminophen (e.g. Tylenol); antacids (e.g. Tums or Mylanta); allergy medication (e.g. Benadryl); 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); eyedrops; eardrops.

Any restrictions or additions regarding over the counter medication must be noted on the camper's health form. To discuss additional health information, please contact your camp director as soon as possible.

## **EMERGENCY NOTIFICATION OF PARENT/GUARDIAN**

Our staff will make every 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 their treatment. We generally do not contact you if your child is seen in our camp health care facility for routine health concerns 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.

We will notify you in the event of:

1. Visit to health care outside of camp
2. Refusal to take medication
3. Regurgitation of medication

***A FRONT AND BACK COPY OF THE CAMPER'S HEALTH INSURANCE CARD MUST BE ATTACHED TO HER CAMPER HEALTH HISTORY AND EXAM FORM.***

## **WEATHER**

The weather is monitored by the camp director and site manager through weather radios and internet weather sites. All staff members are trained to follow the emergency procedures established specifically for each property. Camp programs continue or are adapted depending on the weather.

## TYPICAL DAY AT CAMP

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. We try our best for all campers to experience as many activities as possible. Please remember, certain activities have age restrictions according to Girl Scouts of the USA Safety Activity Checkpoints. Girls attend flag ceremonies and help with camp responsibilities known as kapers. Evening activities may include campfires, talent shows and other all-camp activities.

## TYPICAL CAMP SCHEDULE:

Rise and shine (6:30 a.m. – 7:00 a.m.)

Flag ceremony

Breakfast

Activities periods

Lunch

Rest hour in living unit

Activities periods

Dinner

Flag ceremony

Night activities

Bedtime (9:00 p.m. - 10:30 p.m.)

## LIVING FACILITIES (CAMPING UNITS)

Our facilities include platform tents (floored tents with four beds) and dorm style cabins. Campers sleep separately from staff to encourage independence in a safe environment. Staff live in the same living area 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

Delicious and nutritious camp-style meals and snacks are provided at camp. Our menus are camper friendly and reviewed annually. Every effort is made to serve dietary needs documented by a doctor, religiously connected or commonly practiced in the home (i.e. vegetarian). Dietary needs must be communicated on the Camper Health History and Examination Form. With some diets, you will be required to provide the food for your camper (i.e. lactose-free milk, gluten-free diet). Due to health standards, some extreme diets (i.e. no carbs) cannot be accommodated. Please contact camp director two weeks prior to your camper's arrival to discuss dietary arrangements.

## 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 known as kapers. Kapers include picking up trash, collecting firewood, setting tables and serving meals, cleaning the bathroom and conducting the flag ceremony.

## TRADING POST

Our camp store, known as the trading post, has various items available for purchase such as water bottles, t-shirts, pencils and stuffed animals. Items range in cost from \$1 to \$20. We recommend that you leave \$10 to \$25 for your camper. For example a camp shirt cost \$12. Money for the trading post is to be left with the staff during the check-in process. The remaining balance is returned on check-out day along with a list of items purchased. Camper's should not possess any money while at camp. Please don't pack money in the camper's luggage.

## **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.

## **LOST AND FOUND**

Our staff makes every effort to assist your camper with keeping up with her personal belongings. Please label all of your camper's belongings and pack a copy of the packing list of what 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 check 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.*

## **CONTACTING YOUR CAMPER**

### **MAIL**

Mail is very important during summer camp no matter how short your camper's stay. 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, send your camper with pre-addressed and stamped envelopes.

### **EMAIL AND PHOTOS WITH WWW.BUNK1.COM**

This one-way email service allows family members to send an email to their campers. The email is printed and delivered with the general mail delivery. Campers cannot respond by email. Throughout the camp week we take photos of your camper. These photos are available for you to preview or purchase from Bunk1.com.

### **CARE PACKAGES**

Care packages are a nice way to send a special thought from home. They may include games, items to share with camp buddies, postcards or activities. Please refrain from sending candy, snacks, gum, or nail polish. Food in the living facilities attracts animals and insects. Any food or candy brought or sent to camp is collected, held and returned on the last day of camp.

### **PHONE CALLS**

Your phone calls to the camp office are welcome. When you call to check on your camper, we will evaluate your camper and call you back. By doing this, you will get a firsthand account of your camper's experience. Our first priority is your camper and we pride ourselves on being part of the camp program. Because this is our priority office hours are limited. We will make ourselves available for phone calls as needed. Please respect our breakfast, lunch and dinner routines. This is a time we value as a camp family. Camper phone use is limited and based on individual circumstances. Please share with your camper the office phone is used for business and she will make more memories by connecting with her peers at camp.

## **ABOUT OUR CAMP STAFF**

Camp counselors are enthusiastic, talented and 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. Camp staff is required to go through a training including program instruction, homesickness, first aid, youth development, risk management, behavior management, emergency procedures, health of campers, camping skills, Girl Scout programs and more. Most staff members are full-time college students or recent graduates.

CAMP HOLLOWAY  
7551 Holloway Road  
Millersville, Tennessee 37072

CAMP SYCAMORE HILLS  
2020 Girl Scout Road  
Ashland City, Tennessee 37015

## PREPARING YOUR CAMPER FOR CAMP

- Attend camp open house on April 22, 2012 4:00 - 6:00 p.m.
- Attend Taste of Camp Day, Saturday, March 3, 2012 11:00 a.m. – 2:00 p.m.
- Practice staying the night away from home before coming to camp.
- Prepare for camp together; girls are more likely to have a positive experience.
- Encourage your camper to talk with the counselors and share her feelings and needs.

### DISCUSSIONS AND IDEAS TO HELP PREPARE FOR CAMP

- Share with your camper that you know she will have a great time at camp and she will be safe.
- Pack her favorite stuffed animal.
- Remind your camper that camp will have night sounds such as animals, wind, leaves, acorns on the roof, etc. Keeping up with their belongings. Encourage your daughter to pack for camp so that she knows what she has packed and why.
- Do not tell your child you will pick her up from camp if she doesn't like it. The reward will be self-confidence and independence. We as a camp staff know you will come and get your child and we will partner with you to make the best decision for your camper.
- Please don't tell your camper she will be able to call you. We encourage campers to connect with their group, calling home takes away from this experience.
- Acknowledge that you will miss her.
- Send her positive letters, photos and/or care packages from home. Encourage her to write letters home and pack addressed envelopes with stamps.
- Talk about fears or concerns your camper might have. Share with your daughter that the counselors are there to assist and help her with anything she needs.
- Acknowledge her feelings regarding camp before she leaves.
- Let her know things at home will be taken care of - pets will be fed, etc.
- Avoid the temptation to pick up your child early.
- Trust your instincts; most homesick incidents will pass in a day or two. Homesickness is a common occurrence at camp. We will partner with you and your camper as she adjusts to life at camp. Staff is trained in identifying the signs and stages of homesickness. We will call and consult with you if homesickness occurs.
- Remind your camper that she will be:
  - Sharing tents or cabins with other girls
  - Eating meals in a large dining hall and trying different foods
  - Sharing bathrooms with other girls
- Attending Girl Scout camp is a very special experience that allows your child time to grow. She will return home with pride in herself and eager to share the new skills she has learned.

## SWIM CHECK

Each camper is checked for swimming ability. Groups of approximately five girls are tested at the same time. Girls are required to swim across the pool and tread water. The swim check only determines if the camper may swim in the deep end of the pool. Girls may request to be re-checked during the week. Please discuss this process with your camper before camp so she is prepared and confident.

## PACKING FOR CAMP

Parent(s)/guardian(s) and campers 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. Please label all of your camper's belongings.

The best practice for packing is to use one large suitcase, duffle bag, footlocker or plastic storage container (with straps to keep closed). We also suggest a large drawstring bag to hold pillow and bedding on check-in and dirty laundry on check-out.

### SUMMER CAMP 2012 PACKING LIST

- Shirts or t-shirts (1 per day + 2 extra)
- Shorts
- Jeans or long pants (for ropes, rappelling, climbing and equestrian programs)
- Underwear (1 per day + 2 extra)
- Socks (1 per day + 2 extra)
- Pajamas
- Jacket or sweatshirt
- Raincoat or poncho (no umbrellas)
- Hat
- Bandanna
- Swimsuit
- Shower shoes
- Hiking boots (if already owned, if not use tennis shoes)
- Tennis shoes (closed toe only). Pack one additional pair due to the damp grass at camp.
- Sandals with back straps are appropriate as a second pair of shoes
- Old shoes that can get wet or aqua socks
- Toiletries
- Hairbrush
- Hair ties/rubber bands
- Towels and an extra pool towel
- Washcloths
- Toothbrush/toothpaste
- Shampoo/soap
- Feminine hygiene products
- Shower caddy to carry these items
- Drawstring bag for laundry
- Bedding
- Sleeping bag and/or blankets and sheets
- Pillow
- Pillowcase
- Water bottle (minimum of 16 oz.)
- Small backpack to carry daily items
- Flashlight and extra batteries
- Insect repellent (non-aerosol)
- Sunscreen (non-aerosol)
- Large drawstring bag to be used as a laundry bag

### ITEMS FOR SPECIALTY PROGRAMS:

- Extra jeans for ropes, rappelling, climbing and equestrian programs
- Props and costumes for theatrical programs
- Extra swimsuits and towels for aquatic programs

### OPTIONAL:

- Stuffed animal
- Camera (consider a disposable)
- Stationery with stamped and addressed envelopes
- MP3 player and earphones (used only in living facilities)
- Books or magazines

### CAMP SYCAMORE HILLS EQUESTRIAN PROGRAM:

- Riding boots or closed toe leather shoes with smooth sole and at least a one-half inch heel (campers may use boots from the horse barn if desired)
- Sleeved shirts during riding time (t-shirts are fine and should be long enough to be tucked in)
- Long pants for riding time – jeans, cotton pants are examples.
- Bandana

### CAMP SYCAMORE HILLS ROAD TRIP PACKING LIST:

- Water shoes
- Hiking boots
- Soft duffle bag for overnight or day use
- Clothes to travel into the city

### DO NOT BRING:

- Spaghetti strapped shirts, tank tops or midriffs
- Makeup
- Scented lotion, perfume
- Curling iron or blow dryer
- Jewelry
- Nail polish
- Electronic games
- Cell phone

## STAY IN TOUCH THIS SUMMER WITH ONLINE PHOTOS, NEWS AND 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.

### GET STARTED TODAY

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) or [www.campsyncamorehills.bunk1.com](http://www.campsyncamorehills.bunk1.com)
2. Click the "Register Now" button
3. Enter your pre-approved registration code:  
Camp Holloway: 129116CH  
Camp Sycamore Hills: 129115SH
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

QUESTIONS OR PROBLEMS? CONTACT BUNK1: 1 (800) 216-9472 OR [WWW.BUNK1.COM](http://WWW.BUNK1.COM)

### **Q. How do I view pictures?**

**A.** Follow the instructions above except, after registering, simply sign in and click on the Photo Gallery button. Photos are kept in folders found on the left side of the page below the words "Image Folders". Click on any folder to see the pictures within that folder. You can even purchase prints or other photo gifts (e.g., t-shirts, mugs) of your favorite pictures! There is no cost to view pictures.

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

**A.** Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

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

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

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

**A.** 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 Note credits cost \$1 each and are purchased in packs of various sizes.

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

**A.** 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.