

Camp Holloway Summer Camp Information Guide

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. We strive to form a loving and fun-filled atmosphere where your camper feels at home and can flourish.

Founded in 1952 by Josephine Holloway, Camp Holloway offers a fun-filled camp experience with activities such as: archery, rock climbing, creek stomping, Corcls, funoeing, cooking, science, and more! Josephine Holloway believed that camp was meant for all girls and we couldn't agree more! Camp is calling you to be YOU!

CAMP CONTACT INFORMATION

Camp Holloway
7551 Holloway Road
Millersville, TN 37072
Email: CampHolloway@gsmidtn.org
Phone: (615) 672-2959

Lauren "Flip Flop" Reichstein
Camp Director
Email: LReichstein@gsmidtn.org

Open House

MARCH 24, 1:00-4:00 PM

We invite you to Camp Holloway for a day of fun, friendship, and exploration! Take a tour, meet some of our staff, and see our facilities and program areas. Come experience the magic of camp for yourself, bring a picnic lunch, and visit the trading post if you wish. *Please leave your animals at home.*



FORMS – ALL CAMP FORMS ARE DUE BY **MAY 9, 2019.**

How to Use CampDoc.com

In our continuous effort to provide the best possible care to our campers and staff, Camp Holloway partners with CampDoc.com.

CampDoc.com is an electronic health record system for camps that helps consolidate and integrate camper health information into a centralized and secure location. This system gives our healthcare team instant access to camper health information. The security, confidentiality, and privacy of your camper's personal health information is always protected. Camp Holloway's health and administrative staff will have access to health information and the CampDoc.com site is secure and password protected.

NEW CAMPERS

Once you have been placed in a summer camp program, you will receive a "welcome email" from CampDoc.com with information about how to complete your camper's forms. *This e-mail may take up to one week to arrive after you have been placed in your camp program.*

CampDoc.com and CouncilAlignMENT are two different systems and must be manually updated. This process is not instantaneous and is scheduled on a weekly basis. Please be patient and wait for your email invite from CampDoc.com

1. Click the link in the invitation email to set a new password for your CampDoc.com account.
2. Follow the instructions and complete the information in each section for your camper. Alerts will appear for any missing required information.
3. Upload any required documents to your CampDoc.com account. Documents may include shot records or medication documentation.
4. You may return to CampDoc.com to make changes/updates to your camper's health information until one week prior to the start of your camper's session.

RETURNING CAMPERS

You will receive an email asking you to change and update your previous CampDoc.com information and shot record. CampDoc.com will prompt you if you have forgotten your user name or password.

If you do not see your camper's previous session or are asked to create a new account, please contact the camp director for assistance. Sometimes alternate profiles are added, and directors have the ability to merge those profiles for a seamless experience.

Please set register@campdoc.com as a 'safe sender' to avoid accidental delivery to junk or spam folders.

FORMS – ALL CAMP FORMS ARE DUE BY **MAY 9, 2019.**

Required Forms



1. Summer Camp Health History Form

This form is our guide for staff. It helps us 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. Healthcare staff have limited availability during check-in time. **CAMPERS WILL NOT BE PERMITTED TO ATTEND CAMP WITHOUT A COMPLETED HEALTH HISTORY FORM.**

2. Immunization and Medication Form

There are two sections to this form. The immunization section must be filled out for all campers. Immunization records may be attached or uploaded into CampDoc.com, or the dates may be entered or written manually. If your camper has not received immunizations required for school, please attach or upload a signed statement. The second part of this form is only for campers who are bringing medication to take at camp. We have a supply of over the counter medications listed on the Health History Form that will be available to your camper with your consent.

3. Summer Camp Permission Form

There are three sections of this form: the first is for general and adventure program permission, the second is for travel programs (this includes day campers who are utilizing the transportation option), and the third is for equestrian program permission at Camp Sycamore Hills. Every parent must sign the general permission form. If you are using our bus for transportation, please also complete the "travel" section of this form.

4. Summer Camp Code of Conduct & Social Media Policy Form

Please review this form with your camper. This form explains to your camper what will be expected of her behavior during camp and when using social media. They must be signed by both the camper and the parent/guardian.

5. Summer Camp Release Information Form

This form lists all authorized adults, including parents and guardians, to whom the camper may be released. Please include yourself, spouse, and anyone else who could pick up your camper at check-out or in case of an emergency. **CAMPERS WILL NOT BE RELEASED TO ADULTS UNLESS THEY ARE INDICATED ON THIS FORM.**

6. Summer Camp 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 wishes for her camp experience.

7. Summer Camp Trading Post Payment Form

This form is provided for you to order your camper's t-shirt and deposit money for the trading post. This is a paper form and not available at CampDoc.com. Payments for trading post may be made by mail, fax, email, or by calling the registrars or camp director. You may also add money to your camper's trading post at check-in with a completed form and payment.

**IF YOU ARE SUBMITTING PAPERWORK VIA MAIL, FAX,
or EMAIL, FORMS CAN BE FOUND ONLINE AT:**

www.gsmidtn.org/summer-camp

Insurance

Health insurance information must be included on the Health History Form. **All campers must have valid health insurance.** If you do not currently have valid health insurance, we offer temporary insurance during your child's stay at camp.

Insurance is provided through Mutual of Omaha and must be purchased AT LEAST two weeks prior to arriving at camp. The fee is minimal, ranging from \$5 to \$10 per week. For more information about insurance, please contact Sue Tims at (615) 460-0235 or STims@gsmidtn.org.

The insurance form can be found at gsmidtn.org/summer-camp.

You may not remain at camp without proof of insurance.

Camp Medication

If your camper has medication that needs to be administered during her stay at camp, **please turn in all prescription and over-the-counter medication to the camp staff during check-in.**

PRESCRIPTION MEDICATIONS

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

1. Prescribed to her by a physician.
2. In the original prescription container (do not place medicine in baggies or medicine boxes) and labeled with this following information on the label: camper's name, prescription number, medication name and dosage, how to administer, date, licensed prescriber's name, and pharmacy name, address, and phone number.
3. If instructions are different than prescription bottle, bring detailed written instructions from licensed physician.

Medication that is not received in the conditions above will not be dispensed to your camper. All medications are dispensed by the healthcare staff or trained staff member. Camp Holloway has a local physician on call.

OVER THE COUNTER MEDICATIONS

- Non-prescription medication administered in our healthcare facility includes acetaminophen (e.g. Tylenol), antacids (e.g. Tums), allergy medication (e.g. Benadryl), antibiotic ointment and other topical ointments (e.g. triple antibiotic cream and Hydrocortisone), powder (e.g. talc powders and medicated powders), cleanser (e.g. rubbing alcohol and hydrogen peroxide), eye drops, and ear drops.
- Any restrictions or additions regarding over the counter medication must be noted on the camper's Health History Form.
- Essential oils may not be kept in campers' belongings. Essential oils must be turned into healthcare staff with written reason for use, direction for use, and signed permission to use.
- To discuss additional health information, please contact your camp director as soon as possible.

Emergency Notification of Parent/Guardian

WE WILL NOTIFY YOU IN THE EVENT OF:

1. Visit to a healthcare provider outside of camp
2. Refusal to take medication
3. Regurgitation of medication
4. If your child is running a fever of over 100.5
5. If your child is unable to participate in more than two activity periods

Our staff will make every effort to contact you by phone if your camper has a need for an out-of-camp healthcare visit. We will make the safest decisions for treatment if you cannot be reached. Please attach a letter to your camper's Health History Form if you want us to follow a practice other than described above.

Summer Camp Check-In

SUNDAY • 3:00–5:00 PM

WHAT TO BRING TO CHECK-IN

1. Any incomplete forms.
2. Medications in the original medicine bottle. **We will not keep medication that is not in its original package or prescription bottle.**
3. Any required food outside of camp menu.
4. Money for the trading post.
5. Mail or packages to be delivered during the week.

CHECK-IN PROCESS

1. Please allow one hour for check-in.
2. Staff will greet you at the gate with information about your camper's cabin and counselor assignments.
3. You will be directed from there to parking and where to drop your camper's luggage. We will deliver your camper's luggage to her unit while you complete the check-in process.
4. Check in at the registration table or at your camper's unit depending on your housing. Check-in locations include: Josephine's Lodge and the Trefoil Pavilion.
5. Girls will proceed to a health screening; all campers must be checked for current health conditions. Your camper cannot remain at camp if any of the following apply:

- a. Has a fever of 100.5 degrees or higher
- b. Has head lice or evidence of lice in any form
- c. Needs immediate medical attention
- d. Has any contagious condition as determined by healthcare staff

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 made with Camp Holloway or Camp Sycamore Hills in Summer 2019 if space is available. In the case of head lice, a camper must wait 72 hours, return with a doctor's note and be free of signs of lice.

6. Leave any mail or packages for your camper in the mail drop area on the screened porch.
7. Deposit money for your camper to spend at the Trading Post while at camp.
8. Parent(s)/guardian(s) check in camper with their assigned counselor. Parents/guardians may walk to sleeping unit and help girls settle into their bunks or say goodbye at the check-in area.

HEALTH SCREENING INCLUDES

1. Temperature Check (temperatures may not be over 100 degrees to stay at camp)
2. Head/Hair Check
3. Cursory body check of torso, back, hands, feet, ear, nose, throat, and eyes

Summer Camp Check-Out

FRIDAY • 2:00–4:00 PM

YOU MUST HAVE A GOVERNMENT ISSUED ID. (INCLUDING PARENTS/GUARDIANS)

The check-out process is a drive through system, including sign-out, luggage pick-up, and picking up your camper.

1. Have your government issued photo ID in an accessible spot. You will need this for us to release your camper.
2. When you arrive at the camp gate, a staff member will greet you and radio to staff at the lodge and pool pavilion. We will walk your camper to your car.
3. When you arrive at the lodge, stay in your vehicle and direct staff where we can put your camper's luggage in your vehicle.
4. A staff member will check your ID and have you sign out your camper while still in your car.
5. You will be directed to the pool pavilion where your camper will be waiting for you with her counselor. Take one last look at the Lost and Found area (clothesline and table near the pick-up point).
6. Have a safe trip home, and we'll see you next summer!

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

Earliest pick up on Friday starts after 9:00 AM unless otherwise approved by the camp director.

Directions to Camp Holloway

7551 HOLLOWAY ROAD • MILLERSVILLE, TN 37072

We ask that you be courteous to our neighbors and drive slowly through the neighborhood leading to camp. The speed limit on camp property is 5 mph and strictly enforced. Please watch for children as you enter camp.

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. Turn left onto South Swift Road.
6. 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).

Cancellations and Refunds

CANCELLATIONS

All cancellations must be submitted in CouncilALIGNMENT or in writing to the camp director. Please be respectful of other campers who may be waiting to attend camp and submit your cancellation as soon as possible.

REFUNDS

The \$100 deposit will be refunded for two reasons:

1. If you cancel prior to May 7.
2. If your camper's program choices are full and we are unable to place her in a program.

After May 7, partial refunds are issued for the following reasons: 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 your camper's session start date.

Refunds are not given if your camper leaves camp for medical or behavioral reasons. Plans and arrangements have been made for her to attend and expenses have already been paid.

Submit Your Request In The Following Ways:

1. **CouncilALIGNMENT:**
Log in to your CouncilALIGNMENT account, then
 - Click "View Profile"
 - Find "Camp History" and then 2019.
 - Click the "Manage" button next to the program you would like to cancel and follow the on-screen instructions.
2. **Mail:**
Girl Scouts of Middle Tennessee
Attn: Camp Holloway Director
4522 Granny White Pike
Nashville, TN 37204
3. **Fax:** (615) 460-0212
4. **Email:** CampHolloway@gsmidtn.org

Summer Camp Program

Girl Scouts of Middle Tennessee does our best to offer the programs advertised in the camp brochure. However, to meet the needs and interest of the girls in our community, we reserve the right to change, cancel, or adapt programs.

CAMPER'S CHOICE

Girl Scout Juniors and higher will participate in Camper's Choice.

Camper's Choice allows campers to choose activities that are not promised in their program so they can broaden their camp experience. Some of these options include: archery, tree climbing, art, dance, science, and more.

Campers will be given a list of available activities for each day and will be able to sign up for sessions after check-in on Sunday. Each girl's counselor will distribute schedules on Monday morning.

Please remember certain activities have age restrictions according to Girl Scouts of the USA Safety Activity Checkpoints.

SWIM CHECK

Each camper is checked for swimming ability. The swim check only determines if the camper may swim in deeper water without a personal flotation device (PFD) and helps our lifeguards keep campers safe. Groups of approximately five girls are tested at the same time. Girls are required to swim across the pool on top of the water and tread water. Girls may request to be re-checked during the week at anytime. Please discuss this process with your camper so she is prepared and confident. Any girl may use PFDs to enjoy the deeper water.

BADGES

Some of our camp programs will work toward badges. Other programs do not. Please review the program description. It is the responsibility of the camper's family to purchase badges.

After your camper's session has finished, her profile in CouncilALIGNMENT will update with badges and steps for badges and awards completed at camp.

TYPICAL DAY AT CAMP

A camper's day is filled with activities centered on the specific program your camper selected. Activities vary but may include hiking, challenge course activities, crafts, songs, swimming, archery, climbing, and games. It is our goal for all campers to experience as many activities as possible. Evening activities may include campfires, variety shows, and other all-camp activities.

SAMPLE SCHEDULE

(times and activities may vary)

	SUNDAY	MONDAY
7:15 - 8:00		Breakfast
8:30		Flag
8:30 - 9:45		Themed Program
10:15 - 11:00		Showers
12:00 - 1:15		Yoga
1:30 - 2:30		Lunch
2:45- 3:45		Camper's Choice
4:00 - 5:15	Check In (4:00-6:00 PM)	Camper's Choice
5:30 - 6:45		Swimming
7:15	Flag	Flag
7:30 - 8:30	Dinner	Dinner
8:45 - 10:00	Opening Campfire	All Camp or Unit Night
10:00	Returns to Cabins	Returns to Cabins

CAMP HOLLOWAY FACILITIES

Our facilities include platform tents (floored tents with four beds) and dorm-style cabins. Campers sleep separately from staff but staff live in close proximity and are easily accessible. Bathrooms are located either inside or close to sleeping units. Housing is determined by the unit size, age of the participants, and the capacity and attendance of the program.

Girl Scouts provide access to outdoor activities and attempt to maintain the surroundings and grounds of the facilities in a natural state. Pests inhabit the surroundings and grounds of its outdoor facilities and those such pests pose a risk to safety. By sending your child to camp, you are voluntarily exposing her to a natural habitat including potential exposure to pests. Girl Scouts of Middle Tennessee are not responsible for injuries, harm, or inconvenience associated with pests.

KAPERS

Girl Scouts promotes campers being active in our camp community and taking an active role in caring for "their" camp. Girls are assigned a daily unit chore and a daily camp chore; these are, known as kapers. Kapers can include cleaning up living space, picking up trash, collecting firewood, setting tables, and serving meals.

TRADING POST

Our camp store, known as the Trading Post, has various items available for purchase such as water bottles, t-shirts, pens and stuffed animals. Items range in cost from \$1 to \$25; for example, a camp shirt costs \$12. We recommend that you deposit \$20 to \$40 into your camper's trading post account. Your camper will visit the trading post **once** during the week. Please see page 3 for more information on trading post payment. Your camper's trading post balance may be handled in two ways; **1)** You may choose to donate the remaining balance to the Counselor Appreciation Fund or **2)** You may receive a full refund to be distributed at check-out in the check-out envelope. You can make your choice on the Summer Camp Trading Post Form.

ELECTRONICS AND CELL PHONE PROTOCOL

Electronic devices and cell phones are not permitted on camp. This includes cell phones, tablets and iPads, Kindles, MP3 players, smart watches, and iPods. We want campers to experience nature with all their senses and engage directly with each other without the separation of a screen. If an electronic device or cell phone is discovered with your child after you leave, the items will be stored in the camp office by the camp staff and returned to an adult during checkout. Girl Scouts of Middle Tennessee is not responsible for lost or stolen items at camp.

BIRTHDAYS

Campers will be recognized on their birthdays! She will receive a special treat from the camp staff and the whole dining hall will sing to her at one of the meals. Please communicate with camp staff if your child would be uncomfortable or embarrassed by this experience.

SHOWERING

At camp, girls will usually take showers in a main shower house with multiple showers. Shower times vary throughout the day. Girls may not always shower at night or in the morning like they are used to doing at home. To help your camper feel more comfortable, please discuss sharing spaces with other campers and modesty practices. It may be helpful to bring a shower caddy or a plastic basket with their shower items for easier transporting to and from the shower house. We also encourage girls to wear flip flops in the shower.

LOST AND FOUND

Our staff makes every effort to assist your camper in keeping track of her personal belongings. Please label all of your camper's belongings and pack a list of what your camper brought. We will have campers check the lost and found table daily and we will make a special effort to hand out all lost and found items on the last day of camp. On Friday, we'll have the lost and found table outside for you to check when you pick up your camper. Items left at camp will remain at camp for ten days after your camper's session. Remaining items are then donated to a charitable organization. Girl Scouts of Middle Tennessee is not responsible for any lost or stolen items at camp.

If you notice missing items after your child's camp program, please check Bunk1.com (see page 12 for more information on Bunk1). Left items will be posted the week after your camp session. Contact the camp office to claim your items and arrange for them to be returned to you.

TRADITIONS

At Camp Holloway, we have some traditions that your camper may want to participate in. On Tuesdays, we celebrate with tie dye; on Wednesdays, we participate in Wacky Wednesday where they can wear their wackiest outfit for the day.

Participating in a naming ceremony is available to any camper that has attended summer camp for 4 summers at Camp Sycamore Hills, Camp Holloway or a combination of both. They can choose their name and create a name block to leave in a special place on camp. Campers' names are special and we try not to repeat names of campers, staff, or horses. Be creative and unique in your name selection.

MEALS

Child-friendly meals and snacks are provided as part of your camp fees and are served family style. Our menus are camper-friendly and reviewed annually. Every effort is made to meet dietary needs documented by a doctor, religious based or common dietary practices in the home (i.e. vegetarian). Dietary needs must be communicated on the Health History Form. With some diets, you will be required to provide some food for your camper. Though we are able to accommodate food items for campers with specific restrictions (for example: gluten-free bread or pasta) we recommend bringing any specific, favorite brands. Please contact the camp director two weeks prior to your camper's arrival to discuss dietary arrangements.

If a camper does not like what is served at the meal, we do provide alternate options (i.e. grilled cheese, cereal, and sandwiches). Campers are always allowed to ask for extra food or snacks.

SAFETY

A camper's general well-being is the primary concern of Girl Scouts of Middle Tennessee. Our camp meets both state health code and Girl Scout standards; in addition to healthcare staff, many other staff members maintain current First Aid and CPR certifications. A full-time site manager lives on the grounds, patrols and maintains the camp, and supervises security. All precautions are taken to provide a safe and healthy experience for each and every camper.

ABOUT OUR 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 are required to go through 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.

INCLEMENT WEATHER PROCEDURES

Camp happens rain or shine. In the event of severe weather while your camper is at camp, our first priority is safety. We will update you via e-mail, phone, or text as soon as possible in the event of weather emergencies. Some activities, such as aquatic and adventure activities, may be delayed or canceled due to inclement weather. We will do our best to accommodate unexpected changes in weather, but cannot guarantee participation in an activity if it is not safe for campers and adults.

Preparing Your First Time Camper

DISCUSSIONS AND IDEAS TO HELP PREPARE FOR CAMP

- Attend camp open house on March 24, 2019 from 1:00-4:00 PM to gain a better idea of what camp looks like.
 - Practice spending the night away from home before coming to camp.
 - Make positive statements about camp, activities, staff, etc.
 - Pack your camper's favorite stuffed animal or blanket.
 - Share with your camper that the counselors are there to assist and help her with anything she needs.
 - Encourage your camper to talk with the counselors and share her feelings and needs or to talk with the camp director if she feels she is not being heard.
 - Remind your camper that camp will have night sounds such as animals, wind, leaves, acorns on the roof, etc.
 - Encourage your camper to help you pack for camp so that she knows what she has packed and why.
 - 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 and we will call and consult with you if homesickness occurs.
 - Avoid the temptation to pick up your camper early. Saying goodbye with her friends is an important part of camp life.
 - Do not tell your child you will pick her up from camp if she doesn't like it. We, as camp staff, know that you will pick up your child, and we will partner with you to make the best decision for your camper. The reward for staying will be self-confidence and independence.
 - Please don't tell your camper she will be able to call you. We encourage campers to connect with their group, and we feel that calling home takes away from this experience.
 - Acknowledge that you will miss her, but assure her that she will have a great time at camp.
 - Send her positive letters, photos and/or care packages from home. Encourage her to write letters home and pack addressed envelopes with stamps.
- ATTENDING GIRL SCOUT CAMP IS A VERY SPECIAL EXPERIENCE THAT ALLOWS YOUR CAMPER TIME TO GROW. SHE WILL RETURN HOME WITH PRIDE IN HERSELF AND EAGER TO SHARE THE NEW SKILLS SHE HAS LEARNED!**
- Talk to your camper about communicating if she wets the bed. We work with each camper to discretely remove and wash soiled items and arrange a shower.
 - Acknowledge her feelings regarding camp before she leaves.
 - Talk about fears or concerns she might have.
 - Let her know things at home will be taken care of (pets will be fed, etc.).
 - Remind your camper that she will be:
 - Sharing a cabin with other girls.
 - Eating meals in a large dining hall and trying different foods (if your camper does not like what is served she may ask for an alternative such as grilled cheese, cereal, or sandwiches).
 - Sharing bathrooms with other girls.

Stay In Touch This Summer!

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. **We do not deliver mail on Fridays.**

Often, the first letters home are sad. Campers sound homesick and ask to come home. This is normal! However, we want you to feel comfortable with your camper's stay and welcome you to call the camp office with any concerns. Please see the "Phone Calls" section for more information.

Address mail as follows:

Camp Holloway

Attn: (Camper Name - please use given name)
(Program Name)
7551 Holloway Road
Millersville, TN 37072

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. If you would like to send snacks, please send enough for your camper's whole group. Due to allergies, please refrain from sending candy, snacks or gum with peanuts or other common allergens. Please encourage your camper to share that she has received treats so that counselors can ensure a safe living space—food left in living facilities attracts animals and insects.

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 are able to write back on a piece of paper and we will email back the response. Emails are printed by 8:00 AM Monday–Thursday. **Emails are not delivered on Friday. Please post all emails before 8:00 AM Thursday morning.**

Throughout the camp week we take photos of your camper. These photos are available for you to preview or purchase from Bunk1.com.

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; as a result, office hours are limited. We will make ourselves available for phone calls as needed. Please respect our breakfast, lunch, and dinner hours (8:00AM – Breakfast, 12:00PM – Lunch, 7:30PM – Dinner). 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 that the office phone is used for business and she will make more memories by connecting with her peers at camp.





KEEP UP WITH CAMP ALL SUMMER LONG!

See what's happening this summer with the **Camp Holloway** private photo gallery, then send messages using Bunk Notes. Your note will be delivered to the camp within 24 hours. No need to wait for snail mail: Bunk1 makes it easy to communicate with your child. Download the Bunk1 App on [iOS](#) or [Android](#) devices to stay connected wherever you go!

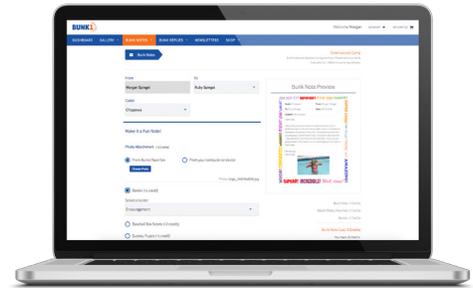
GET STARTED TODAY!

- Go to www.Bunk1.com
 - **RETURNING PARENTS** will login using their email address and password.
 - **NEW PARENTS** will click "[New Here? Get Started](#)" and complete the basic form. The Invitation Code for **Camp Holloway** is: ****please see email sent out prior to camp for code****
- You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send Bunk Notes and enhance your notes with borders, photos, sports scores, and puzzles.

SENDING BUNK NOTES

Send Bunk Notes day or night! Your camp receives a PDF at **10:00 am EST** each day containing all Bunk Notes received in the last 24 hours.

On the go? Purchase **Bunk Notes Express** and receive a unique email address for your camper. Simply send your camper an email and have it delivered as a Bunk Note.



SECURE SUMMER PHOTO GALLERY

Save Favorite Photos for easy access to pictures of your camper all year-round.

Share Photos to social media or email a photo to family & friends.

Customize Unique Photo Gifts such as photo books, calendars, high resolution digital downloads, prints and more.

Facial Recognition is now available. Simply upload a profile photo of your camper!



FREQUENTLY ASKED QUESTIONS:

Can other relatives use these services? Absolutely! In your **Quick Links** you'll select **Invite Family Members**, enter their details and they will be sent an email. **PLEASE NOTE** this will prompt them to set up their own account. It does not provide them access to your account OR your Bunk Note Credits.

Questions or Problems? The Bunk1 team is available to support you 7 days a week during peak season. They guarantee a response within 24 hours and it's usually much quicker than that. Please call Bunk1 at 1-212-974-9112 or email support@bunk1.com.

For all the latest FAQ's related to the services above, visit www.bunk1family.com/faqs



Traditional Camper

(A CAMPER THAT STAYS 5 NIGHTS OR MORE)

CHECK-IN TIMES

Sunday: 3:00 – 5:00 PM

Dinner is served on Sunday night after 7:00 PM.

Please remember to leave the family pet at home.

CHECK-OUT TIMES

Friday: 2:00 – 4:00 PM

TYPICAL DAY AT CAMP

Campers' days are filled with activities centered on the specific program she selected. Activities vary but may include hiking, outdoor cooking, art, theatre, dance, music, challenge course activities, crafts, archery, and games. Showers are scheduled throughout the day and not always in the morning or right before bed. It is our goal for campers to experience as many activities as possible.

SAMPLE SCHEDULE

Times and activities are always subject to change, but will look similar in structure to what you see below:

- Rise and Shine (7:00 AM)
- Opening Flag (7:45 AM)
- Breakfast (8:00 AM)
- Themed Program Activity (9:00 – 10:15 AM)
- Shower Time (10:30 – 11:45 AM)
- Lunch (12:00 – 12:45 PM)
- Turtle Time *Rest Period* (1:00 – 2:00 PM)
- Program Activity *Camper's Choice* (2:15 – 3:45 PM)
- Program Activity *Camper's Choice* (4:00 – 5:15 PM)
- Closing Flag (7:10 PM)
- Dinner (7:30 – 8:30 PM)
- Unit or All Camp Activity (9:00 – 10:00 PM)
- Return to Cabins (10:00 PM)
- Lights Out (10:30 PM)

PROGRAM INFORMATION

Camp Holloway offers a wide variety of traditional and non-traditional camp programs. These include theatre, visual arts, adventure, specialty (cooking, Harry Potter-themed, etc.), travel, and traditional camp programs. Every day girls will spend time dedicated to their program focus and receive specific guidance and support in that program. The rest of the day, we will provide a camper's choice schedule for Junior, Cadette, Senior, and Ambassador campers. Campers will have the option to choose camp activities ranging from crafts, swimming, tree climbing, rappelling, team challenge, obstacle course, rock climbing, tie dying, creek stomping and more!

Please remember certain activities have age restrictions according to Girl Scouts of the USA Safety Activity Checkpoints.

Programs your camper will have an opportunity to participate in include:

Opening Campfire (Sundays) – This event is full of songs, skits, and an introduction to the staff and the fun they will have at camp. S'mores are included.

Color Blast (Mondays) – This is a huge tie dye and color competition. Your camper will get messy. Please pack clothes you do not mind getting color stained and avoid clothing that will upset your camper if they are ruined.

Closing Campfire (Thursday) – The campers have another chance to shine as they perform a song, skit, dance, or act with their counselor group. We invite your child to share ideas with her bunk mates and counselor to make this a meaningful experience.

Other "all camp" activities may be scheduled to fit in with the theme of the week or based on camper interests each week.

Short Program Camper (A CAMPER THAT STAYS 2 NIGHTS AND 3 DAYS)

CHECK-IN TIMES

Sunday · June 30, 2019: 3:00 – 5:00 PM

Dinner is served on Sunday night after 7:00 PM.

Please remember to leave the family pet at home.

CHECK-OUT TIMES

Tuesday · July 2, 2019: 2:00 – 4:00 PM

Please remember to leave the family pet at home.

SAMPLE SCHEDULE

Times and activities are always subject to change, but will look similar in structure to what you see below:

- Rise and Shine (7:00 AM)
- Opening Flag (7:45 AM)
- Breakfast (8:00 AM)
- Themed Program Activity (9:00 – 10:15 PM)
- Lunch (12:00 – 12:45 PM)
- Turtle Time Rest Period (1:00 – 2:00 PM)
- Program Activity *Camper's Choice* (2:15 – 3:45 PM)
- Program Activity *Camper's Choice* (4:00 – 5:15 PM)
- Program Activity *Camper's Choice* (5:30 – 7:00 PM)
- Closing Flag (7:10 PM)
- Dinner (7:30 – 8:30 AM)
- Unit or All Camp Activity (9:00 – 11:00 PM)
- Bedtime for Late Night Programs (11:30 PM)

PROGRAM INFORMATION

Camp Holloway offers a wide variety of traditional and non-traditional camp programs. These include theatre, visual arts, adventure, and traditional camp programs. Every day girls will spend time dedicated to their program focus and receive specific guidance and support in that program. The rest of the day, we will provide a camper's choice schedule. Campers will have the option to choose camp activities ranging from crafts, swimming, tree climbing, rappelling, team challenge, obstacle course, rock climbing, tie dying, creek stomping, and more!

Please remember certain activities have age restrictions according to Girl Scouts of the USA Safety Activity Checkpoints.

CAMP SISTERHOOD

Campers experience the fun of Camp Holloway with a camp buddy!

GLOW WITH THE FLOW

Campers will stay up late and experience camp life after dark with special glow activities.



Packing List

Please label all of your camper's belongings.

CLOTHING FOR EACH DAY

- Shirts or T-Shirts (1 per day + 2 extra: We recommend shirts with sleeves to prevent sunburn)
- Shorts (1 per day + 2 extra)
- Underwear (1 per day + 2 extra)
- Socks (1 per day + 2 extra)



OTHER ITEMS

- Pajamas (2 - 3 pairs)
- Jacket or Sweatshirt
- Raincoat or Poncho (Umbrellas are NOT allowed at camp)
- Hat
- Bandana
- Swimsuit (2 recommended)
- Hiking Boots and/or Tennis Shoes
- Tennis Shoes
- Sandals with Back Straps (athletic-style recommended)
- Old Shoes that can get wet or Water Shoes
- Flip Flops or shower shoes for the shower house and pool deck only



TOILETRIES

- Hairbrush/Comb
- Hair Ties/Rubber Bands (highly recommended)
- Towels (at least one for shower and one for the pool + 1 extra)
- Washcloths
- Toothbrush/Toothpaste
- Shampoo/Conditioner
- Soap
- Feminine Hygiene Products
- Shower Caddy to carry these items (one that closes and is vented or easily drains works best)



BEDDING

- Sleeping Bag and/or Blanket and Sheets
- Pillow/Pillowcase

DAILY ESSENTIALS

- Water Bottle at least 16oz
- Backpack to carry daily items: i.e. water bottle, bug spray, sunscreen, flashlight, towel, etc.
- Flashlight and Extra Batteries
- Insect Repellent (non-aerosol)
- Sunscreen (non-aerosol)



OTHER IMPORTANT ITEMS

- Shorts that go to the knee are required for adventure activities
- Costumes for theatrical programs
- Old Clothes for color blast - please pack clothes you do not mind getting stained
- Drawstring Bag for dirty laundry
- Stuffed animal (optional)
- Camera (consider a disposable)
- Stationery with Stamped and Addressed Envelopes
- Books or Magazines



THINGS TO LEAVE AT HOME

- Cell Phones
- Tablets (including Kindles and iPads)
- MP3 Players (including iPods)
- Smart Watches (Apple Watch, FitBit, etc.)
- Laptops
- Any Device that Connects to Wi-Fi
- Weapons
- Drugs
- Items of Value (camp is not responsible for items that are lost or stolen while at camp)