

## Camp Holloway Day Camp Information Guide

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**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 create 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](mailto:CampHolloway@gsmidtn.org)

**Camp Office Phone:** (615) 672-2959

**Council Office Phone:** (615) 460-0227

**Elizabeth "Gilmore" Homco**  
*On-site Camp Director*  
Email: [EHomco@gsmidtn.org](mailto:EHomco@gsmidtn.org)

## Open House

**MAY 22, 1:00–4:00 P.M.**

We invite you to preview Camp Holloway with a day of adventure, friendship, and fun! Both new and returning campers are welcome. Camp staff and the camp director will be on site, and we'll have s'mores, activities, and tours available to help you feel confident sending your camper this summer. This is the best time to explore camp, reflect on past camp memories, and plan new adventures. Registration in CouncilALIGNMENT is helpful but not required.

*Families are welcome, but please leave your pets at home.*

# ALL CAMP FORMS ARE DUE BY MAY 26, 2022.

## Required Forms

All campers must have the following filled out to come to camp.

1. Summer Camp Health History Form
2. Immunization and Medication Form
3. Camper Release Form
4. Summer Camp Permission Form
5. Summer Camp Code of Conduct and Social Media Policy Form

## How To Use CampDoc.com

All summer camp forms can be filled out on CampDoc.com, 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.

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*

Click the link in the invitation email to set a new password for your CampDoc.com account.

New camper families will be sent instructions on how to set a new password.

Returning camper families will receive an email asking to change and update your previous CampDoc.com information and shot record. CampDoc.com will prompt you if you have forgotten your username 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.

6. Follow the instructions and complete the information in each section for your camper. Alerts will appear for any missing required information.
7. Upload any required documents to your CampDoc.com account. Documents may include shot records or medication documentation.
8. You may return to CampDoc.com to make changes/updates to your camper's health information up until one week prior to the start of your camper's session.

**Please set Register@CampDoc.com as a 'safe sender' to avoid accidental delivery to junk or spam folders.**

# Insurance

**All campers must have valid health insurance and this information must be included on the Health History Form.** If you do not currently have valid health insurance, we offer temporary insurance during your child's stay at camp. Insurance can be purchased 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](mailto:STims@gsmidtn.org).

**The insurance form can be found at [gsmidtn.org/summer-camp](https://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 their 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 them 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 cannot remain at camp. 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 might include but is not limited to acetaminophen (e.g. Tylenol), ibuprofen (Advil), 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 listed on the medication form.
- 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. Your camper is running a fever of over 100.4
5. Your camper is unable to participate in more than two activity periods
6. Your camper is showing signs or symptoms of COVID-19

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 notify us in writing if there are procedures you'd like us to follow differently than listed above.

# Day Camp Check-In

## DAILY • 8:00–8:30 P.M.

Daily drop-off starts at 8:00 a.m. There will be staff placed to guide you to the check-in location. You must sign in your camper with a staff member each day. Campers will move from the check-in station promptly at 8:30 a.m. Please call the camp office if you are running late. **Adults and non-campers are required to remain in their vehicle.**

Please allow extra time on Monday for check-in to allow us to check all paperwork, perform a health check. Remember to drive slowly as other campers will be present.

## WHAT TO BRING TO CHECK-IN ON MONDAY

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. Day Pack - see packing list on page 11 for all needed items.

## HEALTH SCREENING INCLUDES

1. Temperature Check (temperatures may not be over 100.4 degrees to stay at camp)
2. Head/Hair Check
3. Symptom screening

Your camper cannot remain at camp if any they have a fever of 100.4 degrees or higher, are showing signs or symptoms of a contagious condition including, but not limited to COVID-19, have head lice or evidence of lice in any form, need immediate medical attention, or have any contagious condition as determined by healthcare staff. *If a camper is sent home, they may return with a signed letter from their physician stating that they do not have any contagious conditions and are in good health. Arrangements to attend a later session may also be made in Summer 2022 if space is available. In the case of head lice, a camper must wait 24 hours, be free of signs of lice or nits, and get rechecked upon return. Final decision is at the discretion of the camp director.*

# Day Camp Check-Out

## DAILY • 4:00–4:30 P.M.

Check-out will take place at the pool pavilion (except in cases of inclement weather) and campers will receive a snack while waiting for pick up. If you need to pick up your camper earlier than the scheduled check-out time, please contact the camp office. Checkout after 4:30 p.m. will take place where drop off is located. *If you pick-up later than 4:30 p.m. without notifying the camp director or on more than one day, you will be charged \$30 for aftercare costs.*

## ALL ADULTS MUST SHOW A CURRENT GOVERNMENT ISSUED PHOTO ID (INCLUDING PARENTS/GUARDIANS).

Campers will only be released to the authorized adults, including parents and guardians, listed on the Camper Release Form. Trading post money and medications will be given to the authorized adult(s).

## CHECK-OUT PROCESS

1. Have your valid government issued photo ID in an accessible spot. You will need this for us to release your camper.
2. Sign camper out at check-out station.

# Day Camp Transportation

Parents may choose to drive their camper to Camp Holloway or to opt for bus transportation from the Nashville Service Center located at **4522 Granny White Pike, Nashville, TN 37204**.

Campers and staff riding the bus will be screened before boarding the bus. Camp Holloway's bus will depart for Camp Holloway by 7:45 a.m. The bus will depart Camp Holloway by 4:30 p.m. and will return to the bus stop by 5:30 p.m. each day. Campers must be picked up by 6:00 p.m. each evening. Please plan to be at the Service Center 5-10 minutes prior to the departure or arrival time. **Campers not picked-up from the bus stop by 6:00 p.m. will be charged a fee of \$1/minute.** Bus transportation costs \$85/week. Please register for the transportation option separately from your day camp program in CouncilALIGNMENT to use our bus transportation service.

**Please have your camper remain in your vehicle until told by camp staff they are ready for your camper.**

We'll check your camper's temperature while they're in the vehicle, and their hair will be checked beside your vehicle before they get on the bus. Please give any money or medication to the camp staff checking in your camper.

## 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

**Your deposit is refundable only if you cancel your registration prior to May 19, 2022**, or you are unable to be placed from the waiting list. After this date, no refunds of deposits or other monies paid will be given except in the following circumstances: not being placed off the waiting list for your chosen week of camp, absence due to a camper's illness or injury, exposure to COVID-19 within two weeks of your camp program, or the death or serious illness of an immediate family member prior to the start of camp. A physician's statement must be provided in the case of camper's illness or injury. Campers who leave camp early due to illness or other reasons will not receive a refund unless they must leave due to COVID-19 exposure while at camp. A written request for a refund must be sent to the camp director. For contact information, please see page 1 of this guide.

## WAITING LISTS

Camp Holloway will be operating at a reduced capacity for the safety of staff and campers. Some programs are in high demand and will fill early in the year. If your camper is placed on a waiting list, you have several options:

- Remain on the waiting list for an available space. Camp directors check waiting lists weekly and make adjustments as needed dependent on housing. Occasionally spaces open quickly, and sometimes they will not open at all. You may remain on the waiting list for as long as you'd like, or you may request a transfer or a refund at any time.
- Transfer to a different program with availability. Simply contact the camp director to make this change.
- Request a refund. Contact the camp director to cancel your program and request a refund.

If you join the waiting list to hold spots in two or more programs, you must cancel any additional programs within 10 days of receiving the placement notice from CouncilAlignMENT. Failure to do so will result in forfeiting your deposit in any additional programs that your camper is placed in.

## 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.

## COVID-19

The safety of our campers, staff, and volunteers is the highest priority for Girl Scouts of Middle Tennessee. Based on recommendations from the Centers for Disease Control and Prevention (CDC), Girl Scouts of the USA (GSUSA), and the American Camp Association (ACA), we have made changes to camp operations for summer 2022. Though this may look different than a typical summer, the feeling of camp magic is the same. We're committed to keeping the camp experience consistent and fun! The most detailed and up-to-date COVID-19 information can found on our website at [gsmidtn.org/summer-camp-update](https://gsmidtn.org/summer-camp-update).



## 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.

## CLEANING AND SANITIZING FACILITIES

In addition to our already robust cleaning program, we will add additional cleaning steps. Cabins, indoor facilities (bathrooms, classrooms, activity spaces), and buses will be sanitized several times per day. Campers will also be required to wash their hands or use hand sanitizer between activities. Hand sanitizing stations will be available at activities for campers.

Activities which require campers to use the same materials as other campers will either be modified to use single-use items or will have a process in place to sanitize items between each use.

## BADGES

Most weeks of Classic Camp will earn parts of several different badges. More specific badge information can be found on our website at [gsmidtn.org/summer-camp](http://gsmidtn.org/summer-camp). After your camper’s session has finished, her profile in CouncilAlignMENT will update with badges and steps for badges and awards completed at camp.

## SWIM CHECK

Each camper is checked for swimming ability at the beginning of the week. 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 asked 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 camper may use PFDs to enjoy the deeper water.

## 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
7:40		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 Check In (3:00-5:00 PM)	Camper's Choice
4:00 - 5:15		Camper's Choice
5:30 - 6:45		Swimming
7:15	Flag	Flag
7:30 - 8:30	Dinner	Dinner
8:45 - 10:00	Opening Campfire	Unit Night
10:00	Return to Cabins	Return to Cabins

## MEALS AND DIETARY NEEDS

**Day campers will receive lunch and an afternoon snack.** Child-friendly meals and snacks are provided as part of your camp fees. 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 our summer camp forms. 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.

## TRADING POST

Our camp store, known as the Trading Post, has various souvenir 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. Deposits can be made ahead of time online through CampDoc or in person during check-in (cash, check, or credit/debit card). **Trading post deposits will not be accepted after the first day of camp.** Your camper will visit the trading post **once** during the week. If there is a remaining balance in your camper's account you may choose to donate it to the Counselor Appreciation Fund or receive a full refund to be returned in your camper's check-out envelope. You can make your choice when you deposit funds into your camper's trading post account.

## PICTURES WITH WALDO

We are partnering with Waldo Photos to give you a seamless photo experience. You may choose to view the gallery on your computer or sign up for face-recognition and have photos sent to you via text message each day. Please see page 9 for more information on Waldo.

## ELECTRONICS AND CELL PHONE PROTOCOL

Cell phones and any other electronic devices are not permitted at camp. We want campers to fully experience their camp programs and engage directly with other campers and staff. Camp is a time to build confidence in being away from home and learn to problem solve in unfamiliar environments. In addition, cell phones are expensive, camp can get dirty and wet, and items get lost easily. If you or your camper feel they need a cell phone to spend the night away, we encourage you to register for Me and Mine or day camp programs. Cell phones discovered after check-in will be confiscated and stored in the camp office for the rest of the week. We are not responsible for lost or stolen items at camp. **This applies to campers at all levels, including CIT I, CIT II, Camp Apprentices, and Program Apprentices.**

## 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. It will be difficult to return unlabeled items. For staff and camper safety, we will be unable to return hygiene items such as toothbrushes and masks. Items left at camp will remain at camp until two weeks 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 Waldo (see page 9 for more information on Waldo). 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 and 70s gear (to celebrate 70 years of Camp Holloway!); and on Wednesdays, we participate in Wacky Wednesday where campers 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.

## **BIRTHDAYS**

Campers will be recognized on their birthdays! She will receive a special treat from the camp staff and campers 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.

## **CAMP HOLLOWAY FACILITIES**

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 is not responsible for injuries, harm, or inconvenience associated with pests.

## **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 emergency procedures, health of campers, program instruction, homesickness, first aid, youth development, risk management, behavior management, camping skills, Girl Scout programs, and more. Most staff members are full-time college students or recent graduates.

## **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 following Centers for Disease Control and Prevention (CDC), and Tennessee Health Department recommendation and standards. 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.

## **EMERGENCY PROCEDURES**

Camp happens rain or shine. In the event of severe weather while your camper is at camp, our first priority is safety. We have emergency procedures in place for situations such as fire, medical emergencies, intruders, and weather situations. We will update you via email, phone, or text as soon as possible in the event of 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 May 22, 2022 from 1:00-4:00 p.m. to gain a better idea of what camp looks like.
- Attend summer camp informational webinars. You can find more information on the webinar schedule on the Girl Scout calendar at [gsmidtn.org/calendar](https://gsmidtn.org/calendar).
- Make positive statements about camp, activities, staff, etc.
- Encourage your camper to help you pack for camp so they know what they have packed and why.
- Encourage your camper to talk with the counselors and share their feelings and needs or to talk with the camp director if they feel they are not being heard.
- Homesickness is a common occurrence at camp. We will partner with you and your camper as they adjust 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.
- Do not tell your child you will pick them up from camp if they don't like it or they will be able to call you. 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.
- Acknowledge you will miss them, but assure your camper they will have a great time at camp.
- Acknowledge their feelings regarding camp before they leave and talk about fears or concerns they might have.
- Let them know things at home will be taken care of (pets will be fed, etc.).
- Remind your camper that they will be:
  - Sharing activities with other girls.
  - Trying different foods.
  - Sharing bathrooms with other girls.

**ATTENDING GIRL SCOUT CAMP IS A VERY SPECIAL EXPERIENCE THAT ALLOWS YOUR CAMPER TIME TO GROW. THEY WILL RETURN HOME WITH PRIDE IN HERSELF AND EAGER TO SHARE THE NEW SKILLS THEY HAVE LEARNED!**

# Packing List

**Please label all of your camper's belongings.**

## **In Her Day Pack**

- Extra mask with a bag to store a dirty or wet mask, if desired
- Raincoat or poncho (Umbrellas are NOT allowed at camp)
- Hat or bandana
- Swimsuit
- Pool towel
- Extra change of clothes to include shorts, shirts, socks, and undergarments in zip lock bag
- Tennis shoes (required for adventure activities and hiking)
- Hairbrush
- Hair ties and rubber bands
- Water bottle (minimum of 16 oz.)
- Insect Repellent (non-aerosol)
- Sunscreen (non-aerosol)

## **Things To Leave At Home**

- Spaghetti strapped shirts, tank tops or midriff tops
- Scented lotion, perfume
- Jewelry
- Nail polish
- Electronic devices or any device that connects to Wi-Fi
- Items of Value (camp is not responsible for items that are lost or stolen while at camp)