

## 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: [HollowayDayCamp@gsmidtn.org](mailto:HollowayDayCamp@gsmidtn.org)  
**Camp Office Phone: (615) 672-2959**

**Lauren "Flip Flop" Reichstein**  
*Manager of Camp and Adventure Programs*  
Email: [LReichstein@gsmidtn.org](mailto:LReichstein@gsmidtn.org)  
Phone: (615) 460-0212

## Open House

**APRIL 14, 2024: 1:00–4:00 P.M.**

Join us at Camp Holloway to experience a glimpse of camp magic! This is your opportunity to meet camp staff, take a self-guided tour, eat s'mores, and explore some camp activities. This is a free, drop-in event; families are welcome to bring a picnic lunch or snacks. Please *leave pets at home.*

# ALL CAMP FORMS ARE DUE BY MAY 24, 2024.

## 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*

If you are a returning camper family, you will receive an email asking to change and update your previous CampDoc.com information and shot record.

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

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.**

# Camper Requirements:

Girl Scouts of Middle Tennessee provides safe and affirming camping experience to girls. We proudly offer a wide variety of activities with the goal of providing enriching experiences in areas that girls enjoy. We support campers wherever they are in life and feel privileged to create a safe space for those who join us. However, our facilities and programming limit the ways in which we can accommodate campers with differing needs.

We want everyone to be successful, and we find that campers have the best experience if they can do the following:

- Be fully independent with hygiene (with reminders from staff)
- Use the bathroom, shower, and get dressed unassisted
- Live, shower, and dress in communal spaces. Privacy is an essential and fundamental right of everyone at camp, including in toilets, changing areas, and showers, which are single-use. Typical of most public bathrooms many single-use bathroom stalls are located in one facility.
- Sleep in a room with other people and/or fall asleep without assistance. Our cabins and tents all hold multiple people; there is no situation in which a child will have their own room.
- Follow verbal directions
- Understand and follow camp rules and expectations
- Be able to verbalize if they need assistance, are hungry, hurt, etc.
- Be able to reasonably and age-appropriately self-regulate social and emotional needs

## **Physical Needs and Accommodations:**

If your camper has physical restrictions and/or uses a wheelchair, crutches, braces, or similar assistive technology, please contact our camp team so we can plan the best possible experience for them.

All campers must have completed Camper Forms packets on file. Completed packets provide information that camp staff need to make sure your camper has a fantastic experience. If you have any questions or concerns about camp forms, please contact a member of the camp team so we can plan the best possible experience for them. While many programs can be modified to meet the specific needs of our campers, we are not equipped or staffed to provide care for campers who one-on-one assistance. Activities such as high challenge, canoeing, kayaking, horseback riding and similar activities are challenging to access for those with mobility challenges and have limited adaptations depending on the challenges faced.

# 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) 460-0201 or [STims@gsmidtn.org](mailto:STims@gsmidtn.org).

**The insurance form can be found at [gsmidtn.org/summer-camp](http://gsmidtn.org/summer-camp).**

You may not remain at camp without proof of insurance.

# Camp Medication

**Please turn in all prescription and over-the-counter medication to the camp staff during check-in.** This includes vitamins, allergy medications, cough drops, and first aid supplies.

## PRESCRIPTION MEDICATIONS

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

1. Prescribed to them by a licensed provider.
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 prescriber.

Medication that is not received in the condition above cannot remain at camp. All medications are dispensed by the healthcare staff or trained staff member.

## OVER-THE-COUNTER MEDICATIONS

- Non-prescription medication that is stocked and 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 each camper's Health History Form.
- Inhalers, epipens, and other rescue medication may remain with the camper. Please confirm with camp staff at drop off if your camper has her medication on her person.

# Notification Of Parent/Guardian

**We will contact parents/guardians in the following circumstances:**

1. Illness, including a fever over 100.4 F
2. Vomiting
3. Any medication issues (including questions, refusal to take medication, etc.)
4. Injuries that require more than basic first-aid.
5. A need to visit a healthcare facility outside of camp
6. Emergency situations, including health, severe weather, and fire.
7. Behavior or social challenges.

# Day Camp Check-In

## DAILY• 8:00-8:30 A.M.

Daily drop-off at Camp Holloway starts at 8 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 review all paperwork and perform temperature screening.

**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 dietary required food.
4. Money for the trading post (not accepted after the first day at camp)
5. Mail or packages to be delivered during the week.

## HEALTH SCREENING

We will check for the following:

- a. Fever of 100.4 degrees or higher.
- b. Symptoms of any contagious condition.

*The welfare of the entire camp population must be kept in mind. 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 with Camp Holloway or Camp Sycamore Hills in Summer 2024 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. If you need to pick up your camper earlier than the scheduled check-out time, contact the camp office.

**ALL ADULTS MUST SHOW A CURRENT GOVERNMENT ISSUED PHOTO ID (including parents/guardians).**

Campers will only be released to parents/guardians or authorized adults listed on the Camper Release Form. Medications will be given to the authorized adult.

# Day Camp Transportation

Parents may choose to drive their camper to Camp Holloway or opt to register 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 by 7:45 a.m. The bus will depart Camp Holloway at 4:30 p.m. and return to the bus stop by 5:30 p.m. each day. Campers must be picked up no later than 5:30 p.m. Please plan to be at the Service Center 5-10 minutes prior to the departure or arrival time.

Bus transportation costs \$95/week. Please register for the transportation option separately from your camp program in CouncilAlignMENT to use our bus service.

# Cancellations and Refunds

**Deposits are non-refundable** accept in the case of illness, family emergency, or you're not able to be placed from the waiting list into your chosen program.

After May 16, 2024, no refunds will be issued except in the case of failure to be placed off of the waiting list into your chosen program, or of absence due camper illness or injury or family emergency. A statement from a medical professional must accompany any refund requests due to camper illness or injury. Campers who leave camp early due to illness, behavior, or other reasons, will not receive a refund. A written request for a refund must be sent to the camp team in order to be processed

## **Waitlists:**

Some programs are in high demand and will fill quickly after registration opens, or 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. The camp team checks waiting lists regularly and makes adjustments as they are able. Occasionally spaces open quickly, but sometimes they will not open at all. You may remain on the waiting list until three weeks prior to the start of your camp program, or you may request a refund or a transfer at any time.
- Transfer to a different camp program with availability
- Request a Refund

## **Transfers:**

There is no charge to transfer your camp registration to a different week prior to May 16, and your deposit will also transfer. After this date, your deposit will be retained for the original week and full payment is required to secure a space in your new program.

# 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.

## **Physical Restrictions:**

To balance the demand for challenging activities and the safety and well-being of campers, staff, and animals, we offer the following programs and activities with restrictions as listed below. If you have questions or concerns regarding a camper participating because of these restrictions or would like additional information, please contact a member of the camp team. We realize these restrictions may lead to sensitive conversations, and we welcome the opportunity to speak in advance of your camp program to discuss options and potential solutions.

## **Adventure Activities:**

Several of the activities offered at our facilities use specialized equipment. This equipment is designed with the safety of the participant in mind and has manufacturer's recommended limitations to minimize the risk of injury. In order to ensure that all participants are able to use equipment safely, the following weight limits must be strictly enforced:

**High Challenge, Rappelling, Tree Climbing: 250 lbs.**

**Zip Line, Flying Squirrel, Swing By Choice: 250 lbs.**

CORCLs: 225 lbs.

In addition to these weight limits, supplied harnesses and equipment must fit properly and securely. Fit will be evaluated by staff on site.

## **Water Activities:**

All participants using watercraft (canoes, kayaks, CORCLs) on council properties are required to wear Coast Guard approved Personal Flotation Devices (PFDs) at all times. Usage of watercraft is dependent on proper fit of supplies PFDs and will be evaluated by the instructor/facilitator on site.



## TYPICAL DAY AT CAMP

A camper's day is filled with activities centered on the specific program your camper selected. Age appropriate activities vary but may include hiking, adventure activities, crafts, songs, swimming, archery, and games. It is our goal for all campers to experience as many activities as possible.

## SAMPLE SCHEDULE

(times and activities may vary)

	Monday
8:00-8:30	Arrival
8:30-9:45	Themed Program
10:15-11:00	Art
12:00-1:15	Yoga
1:30-2:30	Lunch
2:45-3:45	Swimming

## KAPERS

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

## BADGES

Most weeks of camp will earn parts of several different badges. More specific badge information can be found after your camp program on our website at [gsmidtn.org/summer-camp](http://gsmidtn.org/summer-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 campers are tested at the same time. They will be asked to swim across the pool on top of the water and tread water; they may request to be re-checked during the week at any time. Please discuss this process with your camper so she is prepared and confident. Any camper may use PFDs to enjoy the deeper water.

## MEALS AND DIETARY NEEDS

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 medically necessary dietary needs (i.e. allergies), 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 provide 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 able 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 \$35; for example, a camp shirt costs \$15 and a sweatshirt costs \$35. We recommend that you deposit \$20 to \$40 into your camper's trading post account depending on what your camper might purchase. An email will be sent two weeks prior to your camp program with a Square link to add money to your camper's trading post account. ***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 our camp scholarship fund or receive a full refund to be returned back to your card within one week of the last day of your camp program. You can make your choice when you deposit funds into your camper's trading post account.

## CAMP NAMES

Participating in a naming ceremony is available to any camper that has attended summer camp for 4 summers at Camp Holloway, Camp Sycamore Hills, 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 recent names of campers, staff, or horses. Be creative and unique in your name selection.

## BIRTHDAYS

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

## 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. 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 CITs I and II.

## 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, you may encounter our voicemail. Please leave a message, and we will return your call as soon as we can. 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.

## 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 undergarments. 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.

## ABOUT OUR STAFF

Camp staff 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 campers. Camp staff are required to complete training including emergency procedures, health of campers, program instruction, homesickness, first aid, youth development, risk management, behavior management, outdoor skills, youth mental health, First Aid, Girl Scout programs, and more.

## 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. No pictures will be posted to Waldo unless the photo permission waiver is signed.

You will receive the Waldo join code and information in your camp welcome email two weeks prior to your camp program.

## 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 recommendations and standards. A full-time site manager lives on-site, 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 severe weather situations or 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.



# YOUR CAMPER'S PHOTOS SENT TO YOUR PHONE

We're excited to announce we've partnered with Waldo Photos to bring all your camper's photos to your phone. Be on the lookout for an email prior to your camper's session with more details on how to take advantage of the service!

## HOW IT WORKS



Text Join Code  
to Waldo



Submit  
camper's selfie



Enroll in  
photo service



Get all your  
camper's pics!

## FEATURES



Easy-to-use app



Photo album invites



All your camper's  
memories

need help? email [support@waldophotos.com](mailto:support@waldophotos.com)

# Daily Packing List

Please label all of your camper's belongings.

Camp Holloway does not have a specific dress code, except as it applies to the safety and comfort of campers. Some activities require longer shorts (due to harnesses) or close-toed shoes. We ask that shirts are chosen to prevent sunburn, and that swimsuits and shoes are appropriate for vigorous activities. In the case of swimsuits, campers should be able to jump, splash, swim, and play and be confident that their swimsuit will stay put. Shoes should be appropriate for moving about camp, and we ask that sandals be sturdy with a back strap.

## In Your Camper's Day Pack

- Raincoat or poncho (no umbrellas, please)
- Hat or bandana
- Swimsuit
- Pool Towel
- Extra change of clothes in a ziploc bag, including shorts, shirts, socks, shoes, and undergarments
- Tennis shoes (required for adventure activities and hiking)
- Hairbrush
- Hair ties
- Water bottle (minimum 16 oz.)
- Insect Repellent (non-aerosol)
- Sunscreen (non-aerosol)

## Things To Leave At Home

- Jewelry
- Electronic devices or any device that connects to Wi-Fi
- Items of value (camp is not responsible for items lost or stolen while at camp)
- Weapons of any kind (including pocket knives)