

# CIT Parent Information

## Before summer camp:

- Make sure all forms are completed and all questions are answered honestly. The questions are a tool for the summer camp staff to be best prepared for your child. The information is confidential and is only shared with staff members who really need to know.

## Packing for camp

Packing for camp may seem very challenging. Start early. When purchasing summer clothes, keep camp in mind. Things at camp will get dirty, they may get damaged, and unfortunately occasionally lost. Please keep this in mind and do not send anything to camp that you would be devastated if it returned ruined, or did not return at all. In an effort to reduce lost items, we have partnered with Mable's Labels. This company creates high quality labels that are made for camp life. Girl Scouts of North Central Alabama also receives a percentage of the proceeds of your purchase. We recommend <https://mabelslabels.com/us/index.php/when/camp/sleep-away-camp-label-pack.html>. If you choose to not purchase labels, please write your child's name (not initials) on EVERYTHING!

Your child's belongings will be stored in the container that you pack in on the floor. Foot lockers seem to help keep everything in one place and allow your child easy access while they are at camp.

<https://www.walmart.com/ip/Sterilite-Footlocker-Black/16415912?wmlspartner=wlp&adid=2222222227000769454&w0=&w1=g&w2=c&w3=41080779032&w4=pla-62497498866&w5=9012570&w6=&w7=&w8=&w9=pla&w10=8175035&w11=online&w12=16415912&w13=&veh=sem>

Younger girls can benefit by having outfits packed in zip lock bags for each day and extra clothes in additional bags. A list of what you actually pack is helpful in making sure that everything leaves camp with your child. Make the list descriptive enough so they know not only that they are missing a pair of shorts, but that they are missing a pair of red and black running shorts.

## Packing List:

7 T shirts	Bath towel/ wash cloth/ body poof	Book bag/ back pack
7 pairs of shorts	Swim/ beach towel	Refillable water bottle that fully closes
10 pair of underwear	Sunscreen and insect repellent	Hat/ sunglasses (optional)
10 pair of socks	Shower tote with toiletries shampoo, conditioner, body soap toothbrush, toothpaste, deodorant, hair brush, flip flops to wear in the shower	Rain jacket/ poncho
5-7 bras	Feminine Hygiene products please give daughter instructions on how to properly dispose of them.	Long sleeved shirt/ sweatshirt/ long pants
Tennis shoes	Twin sized sheets and blanket or sleeping bag (Mattress protector optional)	Stationary/ pens/ stamps (pre addressed envelopes are helpful)
Water shoes (Chaco/ Keen type- NO FLIP FLOPS)	Pillow/ camp friendly stuffed animal	Dirty laundry bag

2-3 modest bathing suits	Flashlight with new batteries	Cards, book, puzzle games, etc
Notebook/ paper pens/ pencils	Index cards and file box (for song box)	Games to be shared with campers

Do not bring: pets, alcohol, tobacco, e-cigarettes, firearms, fireworks, explosives. *Any Camper found to be in possession of these items will be sent home from camp. No refund will be given.*

Pack separately: medications (prescription, over the counter, topical, vitamins/ supplements) and bedding

### **Payment of Balance of Camp Fees**

The balance of all camp fees is due on Friday the week before arriving at camp. Any fees not paid by the first day of the camp session will be charged to the credit card on file with your account.

### **Cancelations/ Refunds**

Registrations may be canceled at any time. The \$100 deposit is non-refundable. The amount of the balance of the fees paid will be refunded based on when cancelation request is made. Requests made prior to 4 weeks before start of camp session will be refunded 100 % (Less \$100 deposit). Cancelations made 2-4 weeks prior to the start of camp session will be refunded 50% (Less \$100 deposit). Registrations made less than 2 weeks prior to the start of the camp session, will not be refunded. Refunds in the event of true emergency/ medical need will be determined by GSNCA CEO. All requests must be made via email. Requests to cancel should be emailed to Tonya Sails [tsails@girlscoutsnca.org](mailto:tsails@girlscoutsnca.org).

### **Snacks**

Daily snacks are now included in the camp fee. Campers will choose a snack and drink each day. Soft drinks, water, Gatorade, candy, ice cream, crackers and fresh fruit cups will be available.

### **Camp Store**

NEW IN 2019- You may order T shirts and gift kits online.

Creating an account for the camp store is optional and is not required. The camp store will be open during check in and check out for each session as well as 1 additional day during the week. The store offers t-shirts, stuffed animals, water bottles, patches, and other camp swag.

### **Food at Camp**

Food at camp is very important. The average camper walks 20, 000 steps or more each day and is expending a great deal of energy doing camp activities. Meals are prepared in a commercial kitchen that is inspected by the local health department. The menu consists of popular food items that most campers enjoy. Fresh, whole fruit is available at all times. A salad bar is available each day with lunch and supper. Cereal, pop tarts, bagels, and yogurt is available each morning at breakfast. Portion sizes are not controlled, and there is always enough food for a second serving. If your child has special food preferences or dietary needs, please contact [acanterbury@girlscoutsnca.org](mailto:acanterbury@girlscoutsnca.org) to discuss how we can best meet these requests. Requests not received at least 2 weeks in advance, cannot be guaranteed.

## **Daily Schedule**

The camp day begins at 8:00 a.m. with breakfast. Activities start at 9:00 a.m. and run until supper at 6:00 p.m. with lunch at noon. All campers are able to swim each day (weather permitting.) Evening activities are songs, games, and lots of fun with a campfire on the last night. CIT's will spend part of the day learning how to lead activities, learning how to interact with campers and everything that it takes to be a good counselor. CIT's will assist with evening "all camp" activities.

## **Camp Staff**

Camp is led by an administrative team with a combined 50 years of camp leadership experience. Summer camp staff consist of young adults. All staff must undergo an application and interview process complete with reference checks, background check and drug screening. Staff also participate in an intensive training period that includes sessions on child development, being a good mentor, recognizing and reporting possible child abuse, preventing bullying, conflict resolution, positive discipline, camp procedures, emergency procedures, leading activities, inclusion, and many other sessions to ensure your child has a positive, safe camp experience. All summer camp staff have been trained in first aid and CPR as well as specific camp activities that they will be assigned to lead. A health care manager with level 2 medical training, a maintenance team, and a group of dedicated volunteers keep everything at camp working and help keep everyone safe.

## **Health Care at Camp**

All summer camp staff are trained in first aid and CPR. A designated first aider is onsite at all times. Emergency Medical Services will be notified of the summer camp schedule and are familiar with the camp's location. Medical professionals are also on call and are only a phone call away.

The first aid area is well stocked with common over the counter medications, wound care supplies, and general health care essentials.

## **Medication**

All medications are stored in a locked cabinet in the first aid room except for emergency inhalers and epi pens. All medications must be in the original container. Medications will be dispensed as directed unless accompanied by instructions from the prescriber. Emergency inhalers and epi pens will be with the camper in the care of their counselor. Please label the actual inhaler/ epi pen in the event that it is accidentally separated from the original box.

## **Technology at Camp**

We understand that everyone is connected through technology in today's world. Girls may bring their device to camp and will be allowed to use it for about an hour each day. The rest of the time, all devices will be stored in a secure location. Wi-Fi is not available. Camp staff will not monitor the content of the device usage. For the safety of your daughter and the other campers, we ask that location services be turned off while she is at camp. All devices, chargers and accessories should be well labeled. Girl Scouts of North Central Alabama will not be responsible to damage to, loss or theft of any electronic devices.

## Pictures at Camp

Camp staff will take pictures and videos of campers that will be posted on the photo sharing page. These photos may be downloaded for a small fee. You are welcome to send cameras with your daughter if you desire. GSNCA is not responsible for damage to or loss of electronic equipment.

## Mail

Children love to receive mail from parents and friends. This summer, write your child and encourage friends and relatives to do the same.

While emails are nice, there is nothing like a hand-written letter. Please remember to keep letters cheerful and positive. You might even send mail a few days early so that your child will have something to read the first day of mail call. Mail can also be dropped off at check in. Please do not include food, drinks or candy in mail packages.

Campers are encouraged to write home so make sure to send stationery and stamps with them. If your child is young, you might want to prepare some self-addressed envelopes or cards to make mailing easier from camp. Please mail letters to:

Camper' Name	Camper's Name
Camp Coleman	Camp Trico
4010 Camp Coleman Road	315 Trico Drive
Trussville, AL 35173	Guntersville, AL 35976

Emails will be printed off once each day. We are not able to print email containing pictures. Please use the camper's name as the subject of the email. Send emails to [acanterbury@girlscoutsnca.org](mailto:acanterbury@girlscoutsnca.org)

## Camp Rules

- Absolutely no tobacco/ e-cigarettes, alcoholic beverages, illegal drugs, fireworks, explosives or pets are allowed at camp.
- Use the buddy system and use a flashlight at night. Do not leave the group/ area without notifying a counselor.
- Let counselors know if you need help.
- Wear the appropriate shoes and clothes to each activity. Campers who arrive at an activity not wearing the appropriate shoes or clothes will not be allowed to participate.
- Bullying, hazing, physical/ emotional torment, initiation practices, forced rituals and the like are strictly prohibited.
- Help keep camp clean! Pick up trash when you see it.
- Do not bring food, candy, or drinks into the cabins. The smell of these items attracts insects, animals, and worse. Chewing/ bubble gum is strictly prohibited at camp.
- Parents will be contacted to pick up any camper who exhibits behavior that is dangerous, disruptive, destructive, endangers other participants, or disrupts the program to such an extent that it negatively impacts the experience for other campers. If a camper is dismissed for these reasons, there will be no refund or reduction in camp fee.
- Parents will be required to reimburse Girl Scouts of North Central Alabama for any damages caused by a participant to property including graffiti, torn or cut screen, damaged beds, buildings, program equipment, etc.

## **When will we call you?**

The summer camp staff will notify parents/ guardians in the event of:

- Medical emergencies- in true emergencies, EMS will be called then the parent notified. Unless specifically requested otherwise, the child will be transported to the hospital via ambulance accompanied by a summer camp staff member.
- Non-emergent, serious, medical situations (potential broken bone/ cut requiring sutures) The camp staff will notify the parent who will have the option to pick the child up from camp, meet camp staff at a medical facility, or request transportation via ambulance.
- Illness/ significant injury- The camp staff will notify you in the event of your child being seen by the first aider for an injury requiring more than a band aid, or illness with fever or vomiting.
- If the child is reported to exhibit abnormal behavior believed to be caused by a medical/ mental health condition.
- If the child violates a camp rule repeatedly or breaks multiple camp rules.
- If the child's behavior is dangerous to themselves or disruptive to the general camp population.
- If the child is homesick to the point that the camp staff feel that parental consultation will be beneficial.

## **Sleeping Arrangements**

While at camp, girls will sleep in one of two different types of housing:

Cabins are rustic structures that sleep 4-10 people in bunk beds. The group of cabins (unit) are arranged in close proximity to each other that allows good sight and hearing of everyone in the unit. Cabin walls have a good amount of screen to allow for good air flow. Cabins have lights, fans, and an outlet. Counselors sleep together in one cabin within the unit, so there is not a counselor sleeping in each cabin with the girls. Bathrooms and showers are located outside of the cabins. Each cabin unit has a dusk to dawn light in the middle to allow for more comfortable. Counselors will ensure that each girl is in their bed after at and after lights out.

Bunk Houses are fully enclosed buildings with 16-20 bunk beds in one large room. Most bunk houses have a bathroom inside and have air conditioning. The counselors sleep together as a group in one corner of the room. Bunk houses are usually reserved for the youngest camper's.

**Cabin Mates-** Girls can request to be in the same cabin with another girl who is coming to camp at the same time and is close to the same age by completing the cabin mate portion of the registration form.

## **Leaving Camp early/ for appointment**

If your daughter needs to leave camp for any reason, please let the camp director know as soon as possible. Come to the camp office to sign your daughter out and pick up any belongings that she will be taking with her. If she is to return to camp after the appointment, return to the office to sign her back in.

## **Authorized Pick Up**

Campers will only be allowed to leave camp property with the persons listed as "Authorized Pick-Up." Parents should be listed as authorized pick-ups. If the authorized pick-up list needs to be changed while your child is at camp, please notify the camp director via email. [acanterbury@girlscoutsnca.org](mailto:acanterbury@girlscoutsnca.org)

## **Arrival at Camp:**

- Camp Coleman is located at 4010 Camp Coleman Road, Trussville, AL 35173.
- Camp Trico is located at 315 Trico Drive; Guntersville, AL 35976
- Check in begins at 4:00 pm
- Upon arrival, park in the parking lot. Someone will meet you and tell you where to put your daughter's luggage so it will be taken to her cabin.
- Take her bedding with you so you can help make her bed.
- Start check in at the pavilion. Start with the registration table. Then make your way through the rest of the tables dropping off all medications with the first aider, having a health scan completed, and adding to / verifying funds in the trading post account.
- Walk with your daughter to her cabin where you will meet her counselors, help make her bed, and say goodbye before leaving.
- For the second week of the CIT Session, CITs will arrive at camp at 4:00 Sunday afternoon

## **Pick Up from Camp**

- Camp ends at 4:00 on Friday at all location. CIT's will be asked to help with check out of campers.
- When you arrive at camp, park in the parking lot and come to the pavilion to sign your child out. Please have a photo ID available to verify that you are an authorized pick up person.
- The camper will be called via radio to come to the pavilion.
- You can collect her luggage. Make sure to double check for laundry bags, towels and swim suits that may not have made it into her suit case.
- Pick up any medication from the first aider.
- Pick up any electronic devices.
- The camp store will be open to purchase souvenirs.
- Remember to drive carefully out of camp as campers use the road as a sidewalk.