Girl Scouts of North-Central Alabama

Camp Coleman

Resident Camp Parent Information

Counselor in Training

Camp Coleman 7717 Northlake Drive; Trussville, AL 35173

**Arrive at Camp Coleman at 4:00 on Sunday**

**Depart Camp Coleman at 4:00 on Friday**

Thank you for registering for Resident Camp at Camp Coleman. We are looking forward to an exciting summer. Please review the following information and keep it in a convenient place to help you prepare for camp and ensure your child has the best experience possible.

**Counselor in Training (CIT)** *Girls entering grades 9-11* Take your summer camp experiences, add an intensive 2-week leadership training, and you will be well on your way to becoming a camp counselor. The skills learned during CIT training will help you understand the basics of child development, time management, lesson planning, and working with peers. The first week of the program will be an intensive, training and observation period. The second week will allow CITs to gain valuable experience working with campers.

**About the Counselor in Training Program**

The first week of CIT will focus on a lot of theory, learning, and practicing scenarios. CITS will have scheduled swim time each day. Most of the involvement in other camp activities like canoeing, archery, and crafts will be based on how to assist in facilitation of that activity- not actually participating in the activity. During the second week, CITs will spend most of their day at activity areas assisting with the facilitation. Daily reflection and peer review will keep CITs motivated and progressing in their skills.

**Before summer camp:**

* Talk to your child about summer camp. Let them know what to expect. <https://www.acacamps.org/resource-library/parents/preparing-children-summer-camp-experience>
* 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 doesn’t have to be a challenge. 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](https://mabelslabels.com/us/index.php/when/camp/sleep-away-camp-label-pack.html.). 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. If you choose not to purchase sew on labels, please write your child’s name (not initials) on EVERYTHING!

Your child’s belongings will be stored on the floor, in the container that you pack in. [Foot lockers](https://www.walmart.com/ip/Sterilite-Footlocker-Black/16415912?wmlspartner=wlpa&adid=22222222227000769454&wl0=&wl1=g&wl2=c&wl3=41080779032&wl4=pla-62497498866&wl5=9012570&wl6=&wl7=&wl8=&wl9=pla&wl10=8175035&wl11=online&wl12=16415912&wl13=&veh=sem) seem to help keep everything in one place and allow your child easy access while they are at camp. 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 the camper knows 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:** links provided for clarification and are not intended to support any company. Make purchases from the location of your choice.

Clothing (Packed in Foot locker or suitcase):

CITs will be living out of their suitcase/ foot locker for 2 weeks. Make sure they are able to be [organized](https://www.lilblueboo.com/2016/06/diy-summer-camp-trunk-organizer.html). Adding small baskets or [bags](https://everythingsummercamp.com/products/lidmate-organizer) may make it easier. A set of [plastic drawers](https://www.walmart.com/ip/Sterilite-Wide-3-Drawer-Cart-Black/16415880?wmlspartner=wlpa&selectedSellerId=0&wl13=2111&&adid=22222222227000769447&wl0=&wl1=g&wl2=c&wl3=40344044072&wl4=aud-430887228898:pla-62497557666&wl5=9012556&wl6=&wl7=&wl8=&wl9=pla&wl10=8175035&wl11=local&wl12=16415880&veh=sem&gclid=Cj0KCQiApY6BBhCsARIsAOI_GjahfBZ-NcRAZbK3zEtbNGp8k2fwOfS20lEcmoAJ-_aTCKMCdG4pjP8aAoDUEALw_wcB) are easier to live out of, but not ideal to carry belongings to the unit in. There are a lot of great [organizational products](https://everythingsummercamp.com/collections/camp-bunk/products/bunk-organizers) available that could be used after camp too.

* 10 T-shirts
* 10 pairs of shorts
* 10 pair of underwear and bras for the week
* 10 pair of socks
* Tennis shoes
* Water [shoes](https://www.dickssportinggoods.com/p/dsg-womens-water-shoes-16dbxwdbxwsblcktlfot/16dbxwdbxwsblcktlfot?sku=16444273&camp=CSE:DSG_92700052916751622_lia_aud-1040333680752:pla-841210395784&gclid=Cj0KCQiApY6BBhCsARIsAOI_GjYh8mEwIrWXtfxytfZqZDtLgUOda4mvxEsT6HOn68LCkzE1bw6BJvwaAiApEALw_wcB&gclsrc=aw.ds) ([Chaco](https://www.belk.com/p/madden-girl-sun-river-sandals/0438653098165.html?feed=shopping&cm_mmc=PLA-GOOGLE-Medium_Priority_Brand_Terms_Belk_PLA-Shoes-0438653098165&s_kwcid=AL!5203!3!340069375889!!!g!318474451679!!92700055930068989&gclid=Cj0KCQiApY6BBhCsARIsAOI_GjaLFriJ26oAuSBYypCR_D40RS1Vpia5zsI4J43ZF85d92_Oej38CvMaApudEALw_wcB&gclsrc=aw.ds)/ [Keen type](https://www.basspro.com/shop/en/world-wide-sportsman-oasis-iii-water-shoes-for-ladies-grey-turquoise?hvarAID=shopping_googleproductextensions&ds_e=GOOGLE&ds_c=Shop%7CGeneric%7CAllProducts%7CHigh%7CSSCCatchAll&gclid=Cj0KCQiApY6BBhCsARIsAOI_GjbibbzatC1WfIByo3ekyUwv8VOVLGCgNpoBKgsFFZvulBl138cYNPoaAo6QEALw_wcB&gclsrc=aw.ds)- NO FLIP FLOPS)
* 2-3 [modest](https://www.google.com/search?q=modest+bathing+suit&tbm=isch&ved=2ahUKEwiWtaPG7d_uAhUZQUIHHTm-C3gQ2-cCegQIABAA&oq=modest+bathing+suit&gs_lcp=CgNpbWcQAzICCAAyAggAMgIIADICCAAyAggAMgIIADICCAA6BAgjECc6BQgAELEDOggIABCxAxCDAToECAAQQzoHCAAQsQMQQzoECAAQHjoGCAAQBRAeOgYIABAIEB5Q0b0LWInWC2DG2QtoAHAAeACAAfUBiAG2G5IBBjAuMTQuNZgBAKABAaoBC2d3cy13aXotaW1nwAEB&sclient=img&ei=rRkkYNaqA5mCieoPufyuwAc&bih=722&biw=1536&rlz=1C1EJFC_enUS909US909&safe=active) bathing suits
* Long pants
* Rain jacket/ poncho
* Long sleeved shirt/ sweatshirt

Shower/Bathroom (Packed in [Shower Tote](https://www.walmart.com/ip/Mainstays-Mesh-Shower-Tote-Bleached-Teal/317605423?wmlspartner=wlpa&selectedSellerId=0&&adid=22222222227333009212&wl0=&wl1=g&wl2=c&wl3=418071418697&wl4=aud-430887228898:pla-871661017573&wl5=9012556&wl6=&wl7=&wl8=&wl9=pla&wl10=8175035&wl11=online&wl12=317605423&veh=sem&gclid=Cj0KCQiApY6BBhCsARIsAOI_GjaWJqYx2DftBiBnSRlJHJaCLQUxUPGQD3mNe9N9NgbBpmbyaEJTCdQaAtC0EALw_wcB)):

CITs will be required to take all belongings out of the bathroom after each use.

* Bath towel/ wash cloth/ body poof
* Shower tote
* toiletries (shampoo, conditioner, body soap, toothbrush, toothpaste, deodorant, hairbrush, etc.)
* Flip Flops to wear in the shower
* Feminine Hygiene products (Please provide the camper with instructions on proper disposal.)

Bedding

Camp beds have a plastic covering so they are easy to clean. A mattress protector and fitted sheet make the beds much more comfortable.

* Twin sized sheets
* blanket or sleeping bag
* mattress protector optional
* Pillow/ camp friendly stuffed animal

General Camp Supplies

* Beach/ swim towel
* Refillable water bottle that fully closes
* Hat/ sunglasses (optional)
* Bookbag type back pack or drawstring bag
* Folding camp chair
* Hammock (optional)
* Notebook/ pens/ pencils
* Stationary/ pens/ stamps (preaddressed envelopes are helpful)
* Dirty laundry bag
* Cards, book, puzzle games, etc.
* Flashlight (with new batteries)
* Sunscreen
* Insect repellant

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)

There is no need to lock trunks or bags at camp. GSNCA cannot be held responsible for lost keys or locks that must be destroyed because the key has been lost.

**Cancelations/ Refunds**

Registrations may be canceled at any time. The $50 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 $50 deposit). Cancelations made 2-4 weeks prior to the start of camp session will be refunded 50% (Less $50 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 made via email. Requests to cancel should be emailed to Amie Martin amartin@girlscoutsnca.org.

**Camp Store**

Campers will also have the opportunity to purchase camp souvenirs like T shirts, patches, and trinkets. Prices range from $1- $25. The Camp Store will be open during the week for girls to make purchases. Parents can also pre order items. A live trading post shopping event will be scheduled during the “meet the counselor” zoom meeting. Items that are preordered will be in the camper’s cabin when they arrive at camp.

**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. Breakfast and lunch will be served in the cabin unit eating areas. Campers will pre- order food and options (similar to room service). Meals will be individually packaged. Counselors will receive training for safely distributing food/ drinks and managing mealtimes. Dinner will be served in shifts in the dining hall. Portion sizes are not controlled, and there is always enough food for a second serving. Snack is served each afternoon and will be delivered to the cabin unit.

If your child has special food dietary needs, please contact 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**

A typical day may look like this:

* 7:30 wake up
* 8:00 breakfast in cabin unit
* 9:00 Child development based on their age
* 10:30 Observing camper characteristics and behavior at archery
* 12:00 lunch in cabin unit
* 1:00 Discussing findings from morning observations while swimming
* 2:30 Improving personal knowledge of nature
* 4:00 Learning to implement COVID safety procedures at camp
* 6:00 supper in dining hall
* 8:00 evening activity/ showers

**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 first aid/ CPR, camp procedures, leading activities, emergency action plans, child development, being a good mentor, recognizing and reporting possible child abuse, preventing bullying, conflict resolution, positive discipline, diversity and inclusion, and many other topics designed to ensure your camper 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. An adult health care manager; the maintenance team; and the kitchen staff all work together to make sure operations run smoothly and help keep everyone safe.

**Health Care at Camp**

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

The first aid area is well stocked with common over-the-counter medications and health care essentials.

**Medication**

Campers’ medications will be 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.

Please complete the [medication form](http://www.ultracamp.com/publicAccounts/publicMedication.aspx?idCamp=862&campCode=tG0) and include it with your child’s medication. Please note that the health care center at camp is well stocked with common over the counter medication. There is no need to send Tylenol, bug bite medication etc. with your camper. If they need it, we have it on hand.

**Technology at Camp**

We understand that in today’s world, everyone is connected through technology. Girls may bring their device with them, but will only be allowed to use it for about an hour a day, during shower time. The rest of the time, technology devices will be stored in a secure location. Wi-Fi is **NOT AVAILABLE** at Camp Coleman. Staff will not monitor usage or determine what content is accessed by campers. For the safety of all campers, location services must be turned off. 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**

GSNCA Does not employ a photographer. Staff will take pictures and videos of campers when time allows. These will be posted on the photo sharing page. Access to the photo sharing page will be provided to caregivers. Due to technology limitations, photos will not be posted until *after* campers leave. Campers may bring their own camera if desired.

**Mail**

Campers love to receive mail. Be sure to write to your child and encourage friends and relatives to do the same. Please keep letters cheerful and positive. We suggest sending mail a week in advance of the camp session, so that your camper will mail the first day. You can also drop mail at check-in. Please do not include food, drinks, or candy in mail packages.

Campers enjoy writing home so be sure to send stationery and stamps. Prepare and send self-addressed envelopes or cards to make mailing easier.

Please mail letters to: Camper’s Name

Camp Coleman

4010 Camp Coleman Road

Trussville, AL 35173

**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. Any camper exhibiting symptoms of COVID-19 will be isolated and must be picked up from camp within 2 hours of first symptom. Camper will not be allowed to return to camp until a negative COVID test result is available.
* 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.

**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.

**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

**Arrival at Camp**:

* Camp Coleman is located at 7717 Northlake Drive, Trussville, AL 35173.
* Check in
  + Will begin at 4:00PM Sunday evening.
  + Check in will be a drive through process.
  + ***Only campers will be allowed to exit the vehicle.***
* Stop at welcome station near the entrance to camp.
  + Pay any balance due
  + Receive instructions for the rest of check in
* Drive to check in tent
  + Daughter will have health screen while sitting in the car (door will need to be opened)
  + Drop off medication
* Proceed to assigned cabin unit
  + Camp counselors will assist with getting camper’s belongings out of vehicle.
  + Camp counselors will help camper get belongings to cabin, make bed and get settled in
  + ***Only campers will be allowed to exit the vehicle.***
* Proceed to mail drop area on the way out of camp. Leave mail if desired.

**Pick Up from Camp**

* Camp ends at 4:00 on Friday. Campers will be busy with activities up until that point.
* When you arrive at camp, drive to the check-out area to sign your child out. Please have a photo ID available to verify that you are an authorized pick-up person.
* Pick up any medication from the first aider.
* Drive to your child’s cabin to meet your child and collect her belongings.
* Remember to drive carefully out of camp as campers use the road as a sidewalk.