Hello and “Welcome to the 4-H Summer Camp” program at the Alabama 4-H Center!

Thank you for the opportunity to be a part of your child’s life this summer. Our staff work year round to ensure that your child’s experience at 4-H Camp meets their needs and exceeds their expectations!

Your child will be encouraged to renew old friendships and to make new friends. They will be presented with the opportunity to try new things and stretch themselves to be the best they can be! 4-H camp strives to instill the values of Head, Heart, Hands, and Health through belonging, independence, generosity, and mastery in the lives of all who come to camp.

The 4-H Center Staff appreciates your patience and understanding with the number of forms and the amount of information required to attend camp. The Alabama 4-H Center follows national camping standards, which requires us to meet certain safety standards. The Parental Release and Consent form and health checks during check-in are examples of these standards we have to adhere to, no matter what age our participants are.

If you find you still have questions you may contact us by e-mail fishegs@auburn.edu or by phone (205) 669-4241. Our staff are here to help in any way we can.

Welcome to the 4-H Camp Family!

Greg Fisher
Alabama 4-H Center Program Coordinator

How To Contact The 4-H Center

Mailing Address: Phone (205) 669-4241
Alabama 4-H Center Fax: (205) 669-1364
892 4-H Road Website: www.alabama4hcenter.org
Columbiana, AL 35051 E-mail: fishegs@auburn.edu
Before Camp Begins

In order to give you the best possible service, the following must be completed and mailed to the camp address within two weeks of receiving your registration confirmation (faxes are accepted, but not preferred). These forms are also available to download from our camp website in the summer camp section.

1) Parental Release and Consent Form
2) Current Picture of Camper
3) Copy of front and back of insurance card
4) Form of Payment
   o Credit Card Authorization Form
   o Check (please include camper name and session in subject line)

Check-In / Check-Out Procedures

If there are any unusual plans (late arrivals or early / late departures), please notify the Program Coordinator in writing as soon as possible so proper arrangements can be made.

Check-In Times Vs. Check-Out Times (listed below by session)

<table>
<thead>
<tr>
<th>Session</th>
<th>Check-In Time</th>
<th>Check-Out Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: June 2 – 4</td>
<td>Monday, June 2</td>
<td>Wednesday, June 4</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
<tr>
<td>2: June 4 – 6</td>
<td>Wednesday, June 4</td>
<td>Friday, June 6</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
<tr>
<td>3: June 9 – 11</td>
<td>Monday, June 9</td>
<td>Wednesday, June 11</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
<tr>
<td>4: June 11 – 13</td>
<td>Wednesday, June 11</td>
<td>Friday, June 13</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
<tr>
<td>5: June 16 – 18</td>
<td>Monday, June 16</td>
<td>Wednesday, June 18</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
<tr>
<td>6: June 18 – 20</td>
<td>Wednesday, June 18</td>
<td>Friday, June 20</td>
</tr>
<tr>
<td></td>
<td>11:00am Registration Begins</td>
<td>9:15am Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>12:00pm Registration Ends</td>
<td>9:45am Canteen Open</td>
</tr>
<tr>
<td></td>
<td>12:15pm Lunch (campers only)</td>
<td>10:00am Head Home</td>
</tr>
</tbody>
</table>

Lunch starts promptly at 12:15 on Mondays and Wednesdays.
All Campers must be picked up by 10:00 am on Wednesdays and Fridays.
Check-In Process: Registration is conducted in Guthrie Lodge. Parking is available at the lodge and luggage can be left in your vehicle until you receive your housing assignment. However, all medications, whether prescription or over the counter, must be turned in during the check-in process. We prefer for all campers to be checked-in by their parents or legal guardians, if that is not an option, then the adult filling in for the parent on check-in day must be sure all payment and forms are completed before check-in day and that adult must be listed on the Authorized Release of Camper section on the registration form. Campers are not allowed to check themselves in.

Check-In Stations: All of our campers registered during our open enrollment phase will check-in through a series of “stations.” These can be done in any order, but the staff at each station must sign off on your check-in card that you have passed their area before campers may move into their cabins and meet their chaperones. The stations are listed below:

- Name Tag Station: Campers will make their own name tag and learn their housing and group assignment here.
- Health Station: The nurse will collect and review the Parental Consent and Release form. For the health and safety of all campers, we require that all medications, including creams and vitamins, be turned into the Camp Nurse. This avoids misuse or loss of the medication and also gives the nurse the opportunity to discuss the specifics of administering the medication with you. We require that any prescription medications be in the original bottle (or a duplicate bottle that can be requested from the pharmacy). Also, we prefer that you send only the amount of medication needed for the duration of your camper’s stay. If you are sending over the counter medications please put them all in a resealable sandwich bag with your child’s name. Campers who use asthma inhalers should bring two if possible – one for the nurse and one to keep with them.

Meet your Chaperone: After your camper is checked in at all the stations, you must accompany your child to their assigned housing where your chaperone will be waiting to greet you. There will be camp staff outside each lodge to direct traffic and help unload luggage. Please feel free to ask questions of any camp staff as we wish to make your camper’s stay as pleasant as possible. Once at your assigned lodging, the campers will meet their chaperone, unpack, and participate in a camp tour if time allows. After the camper has unpacked please check back with your child’s chaperone to receive a reminder card for check-out and as a parent your job for now is done and you can head home!

Departure and Check-Out: On the last day of camp campers look forward to seeing their family members and all family members are welcome to join us at our closing ceremony at 9:15 am. When you arrive you may come to Guthrie Lodge and 4-H Center staff can direct you to the Chapel where we conduct our closing ceremony. After closing ceremony the Canteen will be open to give campers and parents one last opportunity to buy the perfect camp souvenir. For your child’s safety you will be asked for your Photo ID to match with the list of persons authorized to pick up your child.
**Communicating With Your Child**

**Mail at Camp:** Campers love to receive letters from home during their stay at camp. We will distribute mail at dinner each night. If you plan on writing a letter please send it several days before the campers scheduled session to make sure they receive it while they are at camp. Keep cards and letters cheery and newsy in such a way that will not make the camper homesick. All mail should be sent to camp with your child’s name and camp session clearly marked on the outside:

Alabama 4-H Center
Camper’s Name & Session ___
892 4-H Road
Columbiana, AL 35051

**Phone Calls & Emergencies:** Campers are outside and involved in activities during the day and are not available to receive phone calls. We do not allow campers to make phone calls from camp unless there is an emergency. If you would like to find out how your camper is doing, please leave a message with the main office, and we will call you back with a report. The main office is staffed during camp from 7:30am – 10:00pm, Monday – Friday. After business hours please leave a message, and we will respond the next business day. If it is an emergency please dial extension 105. The camp phone number is (205) 669-4241.

**Visitors:** We do not allow visits during the camp sessions. Experience has shown that visits disrupt the camp routine, detract from the counselor’s ability to effectively manage their group, and increase the level of homesickness for the child being visited and/or his or her peers. If you want to see the facility before camp starts, you may visit the 4-H Center by setting up an appointment with the Program Coordinator.
HEALTH AND SAFETY AT CAMP

Medication: In addition to noting medicine(s) your child may require on the Parental Release and Consent form, please follow these steps:

- Medication must be in original container with original label (or a duplicate bottle that can be requested from the pharmacy) including easily read and understood pharmacy instructions. If you would like to add a note or personal instructions, you are welcome to do so.
- All medication(s) must state: camper’s name, doctor & phone number, name of medication, dosage, and frequency.
- Please sure to include enough for the camp duration.
- Give all medications to the Camp Nurse on registration day upon your child’s arrival to camp.
- Any EpiPens or asthma inhalers may be kept on the child’s person as requested by the parent.

General: The Camp Nurse is on property 24 hours a day while camp is in session and is responsible for the overall care of the entire camp population. All of the 4-H Center’s program staff are required to have current certification in First Aid and CPR and any staff working at the pool or waterfront also must have their Lifeguard certification. When health matters require it, campers will be driven into town and seen by a nurse practitioner, a physician’s assistant, or a physician. Finally, Shelby Baptist Medical Center is located 30 minutes from center in Alabaster. Also if necessary, an ambulance may be dispatched to pick up an injured person. Parents or emergency contacts will be notified if a child requires a hospital or doctor visit. In the event of injury or extended illness, the Camp Nurse and Program Coordinator may decide that the camper should return home. If a child cannot remain in camp due to illness or injury, it is the family’s responsibility to pick up their child as soon as possible. All medication are stored and locked in the Infirmary. This policy is for the safety and welfare of all participants at camp and to discourage misuse or inappropriate behavior. It is also a national camp standard that we must adhere to.

Health Screening: The Alabama 4-H Center is not responsible for any preexisting medical conditions prior to the first day of the session. Upon arrival at camp, a health screening will be performed with each participant. This is a non-evasive procedure that looks for common communicable health items such as lice. We ask the parents be present during this procedure. Any child with lice will asked to forfeit the session and a refund will be issued. Do not pack medicine in your child’s luggage – it will need to be turned in to the Camp Nurse during check-in!

Mosquito Bites & Sunburn: We cannot guarantee that you child will not be bitten by mosquitoes or get sunburned while he or she is at 4-H Camp. However, we do train our staff members to encourage campers to protect themselves against both. We recommend that you send both bug repellent containing an appropriate percentage of DEET, and sunscreen of an appropriate SPF, for your child. The counselor’s job description requires that they encourage their campers to apply sunscreen prior to exposure to the sun, and to apply bug repellent prior to outdoor evening programs.

Poison Ivy: There is poison ivy at camp. We do our best to eliminate it from areas frequented by campers, but we can’t get it all. Note severe allergies on the Health Form. Campers are treated with calamine lotion or hydrocortisone cream as needed.
**Insurance:** The Alabama 4-H Center provides a basic insurance coverage for all participants; however the family insurance would be considered the “second provider.” You may need to pay some bills and be reimbursed by our carrier.

**Homesickness:** Homesickness is a very natural reaction to separation from familiar surroundings and routines. Some first-time campers experience homesickness. Chaperones are trained to deal with the initial sings; in sever cases they are assisted by the Program Coordinator, who will communicate with parents. We encourage parents to be brave during a bout with homesickness. We urge parent to cooperate with the Camp administration in these cases and to understand and believe that their child will benefit the most by stay8ng at camp for the entire session. Parents should avoid making a pre-camp promise to pick up a homesick camper early. Emphasize that you child is “going” to camp; you are not “sending” them. Avoid saying “I’m going to miss your so much. I can’t wait for you to come home.” Instead, say “I'm so excited for you! You’ll have a great week!” There are no refunds for campers who are sent or taken home early, even if they go home on the first day.

**Showers:** Chaperones are instructed to urge campers to shower regularly. All showers have separate stalls and doors or curtains.

**Bedwetting:** Campers are urged to use the toilet before bedtime. Campers with potential bedwetting problems can be awakened for a late night bathroom visit if necessary; indicate this on the Health Form. Campers who have a tendency to wet the bed are strongly encouraged to bring two sets of sheets and a blanket to camp in addition to their sleeping bag and pillow.

**The “Buddy” System:** In order to account for all persons at all times, everyone at camp uses the “Buddy System.” This means that anytime you go anywhere, you take someone with you. It is very important that all campers understand this policy! This allows us to have more fun while remaining safe.
**General Camp Policies and Information**

**Payment:** For all campers registering during the open enrollment phase the full $85 camp fee is required to complete registration. Payment can be made by credit card or check. Please make checks payable to the Alabama 4-H Center.

**Refunds & Cancellations:** There is a $25 processing fee included in the total cost that is not refundable under any circumstances. No refunds will be issued unless cancellations are made in writing at least 2 weeks prior to the beginning of my child’s camp session. Program fees will not be refunded after that date unless accompanied by a doctor’s authorized medical reason. Also there are no refunds given if your child leaves early due to homesickness or disruptive behavior as determined by the Program Coordinator.

**Food Service:** The Alabama 4-H Center strives to offer healthy, kid-friendly, tasty meals. Cold cereal can be made available as an alternative at breakfast. Peanut butter and jelly is always available as an alternative at lunch and dinner. A salad bar is also available during lunch and dinner. We also encourage all campers to drink at least one glass of water at each meal to avoid dehydration.

**Parent & Camper Evaluations:** We appreciate your immediate comments and feedback about our staff and program. If you see or hear of a problem with any part of our program or staff, please contact the 4-H Center so immediate corrections, can be made. Our Summer Camp Program Coordinator is available to answer your questions or concerns. Please do not hesitate to call or stop by the office.

**Graffiti:** The 4-H Center are working hard to provide a safe, clean, and well cared for facility for your participants. In years past some children have brought markers to camp and left their names and messages on various surfaces. Our policy is to remove any evidence of graffiti from our camp’s surfaces and to charge the camper for the replacement or repair of the property. Please discuss this with your child before his/her arrival our goal is to keep our facility in the condition you would expect of an excellent program.

**Pranks at Camp:** At camp we promote an inclusive camp environment where everyone feels a sense of safety and belonging. Because of this we have outlawed pranks of any kind to be done at camp.

**Bullying:** The Alabama 4-H Center has adopted a zero tolerance policy on bullying of any kind. There are several different kinds of bullying including **physical** (hitting, tripping, holding door closed), **verbal** name calling, belittling, humiliating), and **social** exclusion, singling out for ridicule, coercion). Camp will not tolerate these behaviors at any age from male or female campers, on or off camp in person or via electronic devices.

**Did you Know?** Many of the activities at camp are also offered on a year-round basis through 4-H Clubs. For more information about 4-H Programs offered in your area, contact your local extension office. The Alabama 4-H Center is also open year-round hosting conferences, corporate and church retreats, weddings, family reunions and our environmental education program the Coosa River Science School. Check our websites, [www.alabama4hcenter.org](http://www.alabama4hcenter.org) and [www.coosariversciencschool.org](http://www.coosariversciencschool.org).
Below is a checklist that can be used to pack your campers belongings. If you have any questions about these items please feel free to give us a call at the center (205) 669-4241.

The Alabama 4-H Center will not assume liability for lost, stolen, or damaged personal property. **All clothing and personal items should be clearly marked with your child’s full name.**

Good Will location will receive all unclaimed items after July 1.

### Clothing List
- Raincoat or Rain Gear – Waterproof
- Sweatshirt
- 3 pairs of shoes
  - Old pair that can get dirty and wet
  - Shoes to stay dry
  - Flip flops or Crocs for the pool
- 1 clean shirt per day
- 1 pair of old jeans or pants
- 3 pairs of shorts
- 1 - 2 swimsuits
- 3 - 5 pair of underwear
- 5 pairs of socks
- Hat or cap
- 1 pair of pajamas
- Plastic bag or mesh laundry bag for wet/dirty clothes
- Sleeping Bag (or sheets and blankets)
- 1 pillow
- Towel and wash cloth
- Beach towel or towel for the pool

### Personal Items
- Water Bottle
- Toiletries: soap, toothbrush, comb, etc.
- Roll-on or lotion insect repellent. (Please do not bring spray repellent.)
- Water-proof Sunscreen

### Optional Items
- Day pack or waist pack
- Flashlight
- Camera and film (marked with full name)
- Binoculars
- Stamped envelope
- Sunglasses
- Money for canteen – singles and quarters (no more than $20.00)

### Bedding/Linens
- Sleeping Bag (or sheets and blankets)
- 1 pillow
- Towel and wash cloth
- Beach towel or towel for the pool

### What not to bring:
- Do not bring knives, fireworks, expensive jewelry or cameras, markers of any kind, food, gum, spray cans (including shaving cream and silly string), pocket cash, and pets to camp.
- Please do not send expensive clothing to camp. We prefer play clothes because camp activities may cause stains.
- Alcohol, tobacco, drugs, and firearms are prohibited and will result in the camper’s immediate dismissal from camp.
- Being a natural environment, designed for children to get a break from the pressures of the world, camp will enforce the policy of no electronic/hand held video games, radios, walkmans, MP3players, CD players, iPod, cellular phones, pagers, DVD players, etc. If it is discovered your child does have any of these items after you leave, the items will be locked in the office until the camper checks out.
- Please make sure that all items sent to camp are free of offensive logos, illegal substances or inappropriate messages.
- Please call and gain permission before bringing any personal sports equipment.