



4-H SUMMER CAMP INFORMATION GUIDE

Hello, and thank you for choosing the Alabama 4-H Center for your Summer Camp Program!

We appreciate the opportunity to be a part of your child's life this summer. Our staff works year round to ensure that your child's experience at 4-H Summer 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 to challenge them to be the best they can be! 4-H Summer 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 appreciate your patience and understating with the number of forms and the amount of information required to attend camp. The Alabama 4-H Center follows national camping standards, which in turn requires a great deal of paperwork. However, the paperwork is very important and insures your child has the best *and safest* experience possible! Please fill out all paperwork completely and accurately! Turn it in to your County Extension Office in a timely manner to ensure your child is able to attend camp without delay.

If you find you still have questions you may contact us by phone (205) 669-4241. Our staff is here to help in the best possible way.

Welcome to the 4-H Camp Family!

Alabama 4-H Staff

HOW TO CONTACT THE 4-H CENTER

Mailing Address:
Alabama 4-H Center
892 4-H Road
Columbiana, AL 35051

Phone (205) 669-4241
Fax: (205) 669-1364
Website: www.alabama4hcenter.org

CHECK-IN / CHECK-OUT PROCEDURES

If there are any unusual plans (late arrivals or early / late departures), please notify the the 4-H Center as soon as possible so proper arrangements can be made.

Check-In Times and Check-Out Times (listed below by session)

Session	Check-In Time	Check-Out Time
1: June 4-6, 2012	Monday, June 4 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Wednesday, June 6 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
2: June 6-8, 2012	Wednesday, June 6 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 8 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
3: June 11-13, 2012	Monday, June 11 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Wednesday, June 13 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
4: June 13-15, 2012	Wednesday, June 13 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 15 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
5: June 18-20, 2012	Monday, June 18 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Wednesday, June 20 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
6: June 20-22, 2012	Wednesday, June 20 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 22 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
7: CIT Session 1 June 4-8, 2012	Monday, June 4 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 8 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
8: CIT Session 2 June 11-15, 2012	Monday, June 11 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 15 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home
9: CIT Session 3 June 18-22, 2012	Monday, June 18 11:00am Registration Begins 12:00pm Registration Ends 12:15pm Lunch (campers only)	Friday, June 22 9:00am Closing Ceremony 9:45am Canteen Open 10:00am Head Home

**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 to the Camp Nurse. 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 must go through our check-in stations, including the Health Station. Please carefully read below and follow instructions to insure a quick and trouble-free check-in process.

- **Health Station:** The nurse will collect and review the Health History Form. For the health and safety of all campers, we require that all medications, including creams and vitamins, to 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 re-sealable sandwich bag with your child's full name clearly printed on the bag. Campers who use asthma inhalers should bring two if possible – one for the nurse and one to keep with them.

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. 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.

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 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 or required by the campers' physician.

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 may also be driven into town and seen by a nurse practitioner, a physician's assistant, physician or even Shelby Baptist Medical Center (located 30 minutes from the 4-H 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 not return to Camp. If a child cannot return to camp due to illness or injury, it is the family's responsibility to pick up their child as soon as possible.

Do not pack medicine in your child's luggage - it will need to be turned in to the Camp Nurse during check-in! All medications 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 found with symptoms of a communicable health issue (as determined by the Camp Nurse) will be asked to forfeit the session and a refund will be issued.

Mosquito Bites & Sunburn: We cannot guarantee that your 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.

Insurance: The Alabama 4-H Center provides a basic insurance coverage for all participants; however the family insurance would be considered the "second provider." In the event your child requires outside medical assistance, you may be required to pay for that assistance, and then 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 staying at camp for the entire session. Parents should avoid making a pre-camp promise to pick up a homesick camper early. Emphasize to your child that they are "going" to camp; you are not "sending" them. Avoid saying "I'm going to miss you so much. I can't wait for you to come home." Instead, say "I'm so excited for you! You'll have a great time!"

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: Full payment is required to complete registration.

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 after May 1, 2012, under any circumstances.** Counties may substitute another camper that has not yet registered to fill your spot if available. Also there are no refunds given if your child leaves early due to homesickness or disruptive behavior as determined by the Camp Director.

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 and a salad bar is 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 works hard to provide a safe, clean, and well cared for facility for our 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 facilities graffiti-free.

Pranks at Camp: At camp we promote an inclusive camp environment where everyone feels a sense of safety and belonging. Because of this pranks are not tolerated at camp and will result in immediate dismissal.

Bullying: The Alabama 4-H Center has 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 and www.coosariverscienceschool.org.

CAMP PACKING LIST

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.** Any unclaimed Camper items left here at the Center will be donated to Good Will after July 1.

Clothing List	Personal Items
<ul style="list-style-type: none"> • Raincoat or Rain Gear – Waterproof • Sweatshirt • 3 pairs of shoes, including: • Old pair that can get dirty and wet • One pair to stay dry • Flip flops or Crocs for the pool/showers • 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 Bedding/Linens, etc. • Sleeping Bag (or sheets and blankets) • 1 pillow • Towel and wash cloth • Beach towel or towel for the pool 	<ul style="list-style-type: none"> • Water Bottle • Toiletries: soap, toothbrush, comb, etc. • Roll-on or lotion insect repellent. (Please do not bring spray repellent.) • Water-proof lotion-type Sunscreen (Please do not bring spray-on sunscreen) • Comb or hairbrush <p style="text-align: center;">Optional Items</p> <ul style="list-style-type: none"> • Day pack or waist pack • Flashlight • Camera and film (marked with full name – disposable, waterproof strongly recommended) • Binoculars • Stamped envelope • Sunglasses • Money for canteen – singles and quarters (no more than \$20.00)

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, or 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 has 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.