

# 2024 DISCOVERY DAY CAMP PARENT GUIDEBOOK



## WELCOME!

Our team is excited to offer Summer Camp programs to your family. Summer Camp is a time for young people to build relationships, feel a part of a community, spend time outdoors and most importantly HAVE FUN!

Included in this guidebook you will find information on a wide variety of topics including health and safety, packing lists, daily schedules, and advancement opportunities. **Please review all the information included in this guidebook, there are a few items that will require action from you prior to your child arriving at camp.**

We will send additional information to you as your camp date approaches with more details regarding camper drop off and group assignments.

If you have any questions or concerns, please do not hesitate to reach out to us.

We will see you soon!

*Camp Northern Star Team*

Email: [camping@northernstar.org](mailto:camping@northernstar.org)

Phone: 612-261-2303

# TABLE OF CONTENTS

Overview of Camp Program_____	pg. 4
Camp Locations and Programs_____	pg. 5
Emergency Contact at Camp_____	pg. 5
Daily Packing List_____	pg. 6
Group Assignments_____	pg. 7
Aquatics Activities_____	pg. 7
Drop Off & Pick Up Procedures_____	pg. 8
Camper Behavior Expectations_____	pg. 9
Other Camp Policies_____	pg. 10

## OVERVIEW OF CAMP PROGRAM

### Camp Northern Star Mission

From our camp staff to our volunteers, we are committed to discovering the principles of Scouting by delivering FUN experiences that build CHARACTER, CITIZENSHIP, FITNESS, and LEADERSHIP.

### Why Day Camps?

Camp Northern Star has been offering our community Day Camp programs for several years to provide program and welcome non-scout members of our community into our camps.

Day Camp programs allow families to stay close to home, come together in smaller groups, and still experience many of the same activities that they would at a traditional resident camp program.

### How will the days be structured? *(exact schedule varies by location)*

8:00 am	Early Camper drop off (requires sign-up ahead of time)
9:00 am	Camper Drop Off
9:15 am	Morning Activities
11:45 am	Lunch (bring your own lunch)
12:30 pm	Afternoon Activities
2:00 pm	Snack/Rest Time
2:15 pm	Afternoon Activities Continued
4:00 pm	Camper Pick Up
5:00 pm	Late Camper Pick Up (requires sign-up ahead of time)

### Activities

All aspects of the program have been designed to be appropriate Kindergarten – 5<sup>th</sup> grade youth and staff will adapt specific games and activities to fit the specific age groups and ability levels. Activities may vary by camp location and program. You can expect activities such as the following at each session:

- Team Building
- Outdoor Skills – orienteering, fire building, survival skills
- Nature – plant and animal ID, nature hike, observation journals, bird feeders
- Crafts
- STEM
- Archery
- Aquatics Activities (varies by location)

### Consistency Across Camp Locations

Discovery Day Camp is offered at five camp locations over multiple sessions and delivering a consistent program across all locations is our priority. Our staff have been trained using same curriculum and will be provided the same materials/equipment. We want to make sure that all campers that attend camp this summer get the same high-quality program. Consistency is key, however each of our properties have unique options such as climbing, different water features, and fitness courses for your camper to experience. We expect and welcome campers to attend more than one session!

## CAMP LOCATIONS AND PROGRAMS

### **Base Camp**

Address: 6201 Bloomington Rd, Fort Snelling MN 55111

Programs Offered: Discovery Day Camp (K-5<sup>th</sup> Grade), Camp Invention (K-5<sup>th</sup> Grade)

### **Phillippo Scout Camp**

Address: 30654 32nd Ave Way, Cannon Falls, MN 55009

Programs Offered: Discovery Day Camp (K-5<sup>th</sup> Grade)

### **Kiwanis Scout Camp**

Address: 15987 St Croix Trail N, Marine on St Croix, MN 55047

Programs Offered: Discovery Day Camp (K-5<sup>th</sup> Grade)

### **Rum River Scout Camp**

Address: 15659 St Francis Blvd NW, Ramsey, MN 55303

Programs Offered: Discovery Day Camp (K-5<sup>th</sup> Grade)

### **Tomahawk Scout Camp**

Address: N1910 Scout Road, Birchwood, WI 54817

Programs Offered: Discovery Day Camp (K-5<sup>th</sup> Grade), Discovery Adventure Camp (6-8<sup>th</sup> grade)

## EMERGENCY CONTACT AT CAMP

Each location Camp will have a lead staff member on site all week when campers are present. Site specific contact information will be shared in an email prior to the start of camp (via email).

If you have an emergency and you are not able to get a hold of the site leader you can contact the Council office directly and they will help relay messages.

### **Camping Customer Service (Monday-Friday 8-5)**

Phone: 612-261-2303

Email: [camping@northernstar.org](mailto:camping@northernstar.org)

### **Kendra Burbank (Base Camp Location)**

Phone: 612-261-2471

Email: [keburbank@northernstar.org](mailto:keburbank@northernstar.org)

### **Victoria Hurley (All Other Camp Locations)**

Phone: 612-261-2452

Email: [vhurley@northernstar.org](mailto:vhurley@northernstar.org)

## DAILY PACKING LIST

Please make sure your child(ren) are prepared with everything that they need for the day. We are going to spend most of our day outdoors weather permitting. **Dressing in layers is recommended** since temperatures are typically cooler in the morning and warmer in the afternoon. Please also make sure that campers **wear closed toe shoes** so that they can safely run in.

- Completed Health History Form (All Locations)** – Parts A + B (*part C doctor signature is NOT required*)  
[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_AB.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf)
- Participant Day Camp Waiver (Base Camp Location)** -  
[https://camp.northernstar.org/Portals/3/Forms/2023\\_Participant\\_Day\\_Camp\\_waiver.pdf](https://camp.northernstar.org/Portals/3/Forms/2023_Participant_Day_Camp_waiver.pdf)
- Shooting Sports Waiver (Kiwanis, Phillippo and Rum River Locations)**  
<https://camp.northernstar.org/Portals/3/Forms/Shooting-Sports-Waiver.pdf>
- Lunch** – we will not be able to guarantee refrigeration at each site. Please plan accordingly.
- Snack** – we will have a rest/snack time built into the schedule each day. Please choose a nut free option.
- White T-Shirt** – for tie dying, please pack on the first day in case their group is scheduled to do that activity right away. We also offer preorder white shirts that will be on site for campers who preordered.
- Water bottle**
- Spray Sunscreen** – please apply sunscreen prior to arriving at camp, staff can assist with reapplication as needed
- Bug spray**
- Medications** \*\*please note these on your health history form and inform staff at drop off\*\*
- Rain Jacket**
- Close toe tennis shoes** - please avoid sending your camper in sandals
- Swimsuit** (You will be informed prior to camp which day campers will need a swimsuit)
- Optional Items** –hat, sunglasses,

We do not recommend sending your camper with trading cards, cell phones or personal electronic devices, they will be asked to keep them in their backpack during the day if they have them.

We strongly recommend putting your campers name or initials on any personal items that they bring to camp each day.

## GROUP ASSIGNMENTS

In order to run our camp as effectively as possible, we split up all youth in the session into smaller groups. This allows us to maintain better youth-staff ratios and ensures everyone is always able to stay busy - they never need to wait their turn for an activity.

If you want your camper to be in a group with another camper, you can submit up to **two** names and we'll do our best to keep everyone together. Youth must be within 2 years of age to be grouped together. When registering, please enter the full name (first and last) of anyone else attending that session that you want your camper to be in a group with. Please note that generally the older camper will be moved to the younger group to accommodate skillset and therefor may miss some activities designated for our older campers.

## AQUATICS ACTIVITIES

Many of our day camp locations will participate in swimming or aquatics activities, location specific details are below.

- Base Camp: Bussing to Highland Pool
- Phillippo Scout Camp: Pool Swimming on site
- Kiwanis Scout Camp: Pool Swimming on site
- Rum River Scout Camp: Aquatics activities not including swimming pool
- Tomahawk Scout Camp: Lake Swimming on Site

## SWIMMING QUALIFICATIONS AT PHILLIPPO, KIWANIS AND TOMAHAWK

Our swimming areas are supervised by staff who are certified lifeguards and trained in CPR and First Aid. All participants will be required to stay in the shallow (learner) section unless they are able to pass a swimming test. Those that can pass with lifeguard approval will be allowed to move into the deep end.

Life jackets and flotation toys will be provided upon request. If may also send personal life jackets or flotation devices for you child to use if you wish.

## SWIMMING AT BASE CAMP

Our Base Camp Discovery Day Campers will be taking the bus over to the Highland Aquatic Center (approx. 10 minute away) for swimming activities. We will eat lunch then leave for the Highland Pool, arriving around 12noon, and returning to Base Camp by 3:30PM for our usual pickup procedures. At the Highland Pool, there is a diving pool, lap pool and kiddie pool to accommodate all types of swimmers. All pools are closely monitored by certified lifeguards.

Your child's group leader will ask about your child's swimming ability at drop off on. If you would like your child to be in a lifejacket, please let your group leader know. You can choose to bring your own labeled life jacket or one can be provided to you.

## CAMPER DROP OFF

### Arriving on Site

**Drop off can begin at 9:00AM, you must exit your vehicle and bring them to our staff team to check in each day.** If you arrive earlier than that, you might be asked to wait in your car until staff are ready to start the check in process. Look for signage and staff to direct you to the proper drop off point for your camper(s). On the first day (Monday) please be prepared to turn in a completed [Health Form](#) (Parts A & B, all locations), [Participant Day Camp Waiver](#) (Base Camp location), and [Shooting Sports Waiver](#) (all locations). Make sure you have an emergency contact listed on the Health Form and if anyone else plans to drop off or pick up your child during the week, their names and phone numbers need to be listed as authorized persons. You will be asked to designate who will be picking up your camper at the end of the day and provide contact information for that individual. If you are dropping off past 9:30AM please contact your site directly to let them know you will be arriving late.

### Early Drop Off

To participate in early drop off you must register your camper for it ahead of the start of camp for an additional fee. If you have not already registered your camper and would like to, go back into your registration, and add early drop off. Early drop off can starts at 8:00AM and will follow all the same procedures above.

## CAMPER PICK UP

### Arriving for Pick Up

Pick up begins at 4:00 pm. If you need to pick up your camper early for any reason, please notify staff at check in so we can make sure they are ready. Please return to the same area that you dropped your camper off in the morning. You must exit your vehicle to check out your child each day, campers will not be sent to vehicles.

### Late Pick Up

To participate in late pick up you must register your camper for it ahead of the start of camp for an additional fee. If you have not already registered your camper for it and would like to, you can go back to your registration and add late pick up. Late pick up goes till 5:00PM and will follow all pick up procedures as regular pick up.

## BUSSING DROP OFF/PICKUP AT PHILLIPPO

Bussing must be selected at time of registration and has an additional fee.

Our Phillippo Camp location (Cannon Falls, MN) will be offering a bussing option in 2024 from Lakeville and Northfield for an additional fee.

- Northfield: Pick up (8:35am) Drop Off (4:25pm) at Northfield City Hall, 801 Washington Street, 8th Street end of Parking Lot.
- Lakeville: Pickup (8:00am) Drop off (5:00pm) at Hosanna Church – Lakeville, 9600 163rd St W in the East Lot.



## CAMPER BEHAVIOR EXPECTATIONS

We know that camp is a great place for youth to learn and practice proper social behavior with others. Activities are designed to encourage teamwork, communication, and community and conflict can sometimes be a part of that learning process. Our staff are trained to facilitate and mediate these learning moments. However, it is important for our campers to respect each other and follow safety guidelines set by their site leader. In the unfortunate circumstance that we are unable to get a camper to listen and follow rules, we will notify you and ask that you pick your child up at camp. We cannot put the safety of other campers and staff at risk.

Our first response will be to make sure that everyone is safe. Once safety is established, we will explain the rules again to campers. If the camper is repeatedly breaking rules and not changing behavior, we will have to remove the camper from their small group and contact the parent for pick up. In the event behavior becomes reasonably unmanageable by camp leadership, camp reserves the right to send a child home for the remainder of the week. Refusal to pickup your camper will require our Camp Leadership to make a report to Child Protective Services to ensure the child's safety and wellbeing.

Examples of behavior that may result in a camper being sent home for the remainder of the day or week:

- Physical Aggression towards staff or other participants
- Explicit or derogatory language
- Refusal to follow safety instructions
- Refusal to take medications
- Refusing to remain with assigned group
- Stealing

If you have any questions, please do not hesitate to reach out to us prior to the start of your camp session.

## OTHER CAMP POLICIES TO NOTE

### CANCELLATION & REFUND POLICY

Full payment is required at the time of registration. No partial or prorated fees will be issued for partial camp attendance or missed days.

All events hosted by the Northern Star Camping Department utilize the same cancellation policy:

Requests for refunds/cancellations need to be made in writing (preferably via email). The amount refunded is determined by when we are notified. **If we are notified:**

- **30 or more days prior to the start date of your session:** all fees paid besides the deposit will be refunded to you or your unit (dependent upon the program you are cancelled for).
- **29 to 8 days prior to the start date of your session:** all fees paid besides the deposit will be refunded to you or your unit as a credit that can be used for any program operated by the Northern Star Camping Department.
  - This credit can be applied to any future registration(s) that have a balance due.
  - This credit will be available for 365 days from the date of the cancellation.
  - Some examples of programs this credit could be used at include: Cub Summer Camp, Scouts BSA Summer Camp, Fall Day Camp, Polar Cubs, North Wind, Snow Base, Discovery Day Camp, Camp Invention, Discovery Adventure Camp
  - This credit currently cannot be applied to facility reservations or events held by other parts of Northern Star, such as the Klondike Derby or Wood Badge.
- **7 or less days prior to the start date of your session:** all fees paid will be forfeited.

Exceptions will be made at the discretion of the camp director for family or medical emergencies.

Requests to transfer or cancellation should be sent directly to our customer service team at [camping@northernstar.org](mailto:camping@northernstar.org)

### WEATHER POLICY

All our sites have indoor space available in case of inclement weather. We may remain outdoors in light rain events which is why it is important to pack a rain jacket with your camper. If the forecast shows a high likelihood of severe weather during the day – we will contact families prior to drop off time if we decide to cancel activities for the day.

### ELECTRONICS POLICY

Use of cell phones, cameras or other electronic devices during program hours is prohibited. Such equipment, if present, will be asked to be put away or confiscated and returned at the end of the day.