



**2025**

**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

Drop Off & Pick Up Procedures \_\_\_\_\_ pg. 5

Supervision at Camp \_\_\_\_\_ pg. 5

Dietary Needs & Meal Accommodations \_\_\_\_\_ pg. 5

Camper Behavior Expectations \_\_\_\_\_ pg. 6

Emergency Contact at Camp \_\_\_\_\_ pg. 6

Policies: Weather, Refunds/Cancellations/Electronics/Wildlife \_\_\_\_\_ pg. 7

Packing List \_\_\_\_\_ pg. 8

## 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.

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

#### MONDAY

- 9:00 am: Drop off at Base Camp (Fort Snelling, MN)
- 9:30 am: Depart for Camp Tomahawk
- 12:00 pm: Eat lunch on bus (Bring your own lunch)
- 1:00 pm: Arrive at Camp Tomahawk / Move into Housing
- 6:00 pm: Dinner (Camp provided)
- 7:00 pm: Evening Activities
- 9:00 pm: Campsite Time

#### TUESDAY - THURSDAY

- 8:00 am: Breakfast
- 9:00 am: Morning Activities
- 12:00 pm: Lunch
- 1:00 pm: Afternoon Activities
- 6:00 pm: Dinner
- 7:00 pm: Evening Activities
- 9:00 pm: Campsite Time

#### FRIDAY

- 8:00 am: Breakfast
- 9:00 am: Take down campsite / Camp Tomahawk check-out
- 10:00 am: Morning Activities
- 12:30 pm: Lunch (Camp Provided)
- 1:00 pm: Bus Tomahawk
- 4:00 pm - 5:00 pm: Pickup at Base Camp

### Activities

All aspects of the program have been designed to be appropriate for 6-8<sup>th</sup> grade youth and staff will adapt specific games and activities to fit the specific age groups and ability levels. You can expect the following at each session:

- Team Building
- Archery
- Outdoor Skills Development
- Fantastic swimming areas with inflatables
- .22 Rifles / Shotguns ([waiver](#) required)
- 20' Climbing Towers
- Horses
- Historic Logging Camp

## DROP OFF & PICK UP PROCEDURES

### CAMPER DROP OFF

**Drop off begins 9:00 am Monday.** 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).

You will be asked to designate who will be picking up your camper at the end of the week and provide contact information for that individual. On the first day (Monday) please be prepared to turn in a completed [Camp & Activities Participant Waiver/Health Form with Pre-Camp Physical](#) and [Shooting Sports Waiver](#). 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.

If your child needs to take any medications during the day, please inform the staff at check-in.

### CAMPER PICK UP

Pick up is approx. 4:00-5:00PM Friday at Base Camp (Fort Snelling, MN). Exact time may vary based on bussing travel through construction and traffic. Please return to the same area of the parking lot that you dropped your camper off in the morning. **A photo ID is required at pickup.**

### BUSSING

Transportation to and from Camp Tomahawk is included in your registration fee. Busses will only be driven by qualified staff. If you wish to drop off and pickup directly at Tomahawk please let your director know prior to the start of your session.

### SUPERVISION AT CAMP

Campers will be supervised by multiple well-trained adult staff for the entire duration of their time at camp, including overnight hours. All staff who will be staying overnight with youth will be over the age of 18. We maintain a max ratio of 1:10 with a minimum of 2 staff per group. Each camp property has at least 50% of their staff trained in First Aid and CPR. Each camp has an EMT and a volunteer physician on call 24/7, as well as dedicated sick call hours throughout the week.

### DIETARY NEEDS AND MEAL ACCOMODATIONS

Tomahawk will provide meals starting with dinner on Monday through lunch on Friday. Please pack a bag lunch and snacks for travel time on Monday. Dietary needs should be noted in your reservation at least 2 weeks prior to the start of your camp session.

We can accommodate dietary restrictions for

- Vegetarian
- Gluten free
- Dairy free
- Nut free
- Religious Substitutions

## 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 or 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.

## 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)

### **Tomahawk Scout Camp Direct Line**

Phone: 612-261-2455

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

## OTHER CAMP POLICIES

### WEATHER POLICY & CANCELLATIONS

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 modify programs or rearrange schedules to work around weather changes.

### CANCELLATION & REFUND POLICY

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

Requests for cancellation/changes must be submitted in writing via email to [camping@northernstar.org](mailto:camping@northernstar.org). Exceptions will be made at the discretion of the camp director for family or medical emergencies.

Cancellation timeline below:

- 30 days prior to the start of your session = full refund less your deposit
- 29 to 8 days prior to the start date of your session = full credit less your deposit
- 7 or less days prior to the start date of your session = full forfeit of fees paid

### 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. Campers are not guaranteed access to electricity throughout the week. Should you need to contact your child throughout the week please contact camp at [tomahawk@northernstar.org](mailto:tomahawk@northernstar.org) or 612-261-2455.

### CAMPING WITH WILDLIFE

While at camp, you will be exposed to a large variety of animals and plants that you may not be accustomed to. Our priority at camp is the safety of all participants and staff. All Tomahawk staff are all trained on what to do in case of unexpected interactions with wildlife.

### MONEY AT CAMP

Our campers are welcome to bring spending money to camp with them each week to purchase items from the Trading Post. Store items include items like water bottles, candy, snacks, t-shirts, and sweatshirts. We encourage campers to be aware of others around them who may have different limitations on spending at camp. Camp is not responsible for money brought to camp, and campers will be expected to manage holding their money and how they spend it. If you would not like your child to purchase items from the trading post, please do not allow them to bring money to camp.

### MEDICATIONS AT CAMP

Medications will be collected Monday morning and dispensed to campers as required by a trained camp staff. All medications should be labeled and in their original container.

## HOW SHOULD I PACK FOR CAMP?

Please be aware that your child must be able to carry all their own gear for a short distance while at camp. We recommend packing in a labeled tote bin. Please remember to pack for 5 days and 4 nights.

### Clothes:

- Underwear
- Socks
- Long Pants (required for Horseback Riding)
- Shorts
- T-Shirts
- Sweatshirt, fleece or sweater
- Swimsuit
- Towel
- Light Jacket
- Hat
- Pajamas
- Watch
- Hiking Boots
- Sunglasses
- Rain Gear/Poncho

### Sleeping Accommodations:

- Sleeping Bag
- Foam Pad (optional)
- Pillow

### Gear:

- Flashlight
- Pencil & Notebook
- Water Bottles
- Deodorant
- Sunscreen
- Bug Repellent
- Prescription medication (in original container)
- Wallet/Spending Money for camp store
- Backpack
- Playing Cards
- Camp Chair (optional)

**Toiletry Kit:** *We recommend packing these into a shoe box size plastic tote.*

- Toothbrush
- Toothpaste
- Shampoo
- Soap
- Wash Cloth
- Feminine Hygiene Products (optional)
- Comb/Brush
- Hand Mirror

## ITEMS TO LEAVE AT HOME:

- Pets
- Fireworks
- Energy Drinks
- Shooting Sports Equipment or Ammo
- Snacks containing Peanuts/Tree Nuts
- Electronics (including smart watches)