



# Resident Camp Guide 2011

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Mail completed forms to:

Girl Scouts of Northern Illinois  
Elgin Service Center  
12N124 Coombs Rd  
Elgin, IL 60124

## CAMP STAFF

Our camp counselors are primarily college students and campers who have been going to camp for years and are now old enough to work at camp.

All staff members complete a lengthy application process, which includes a written application, employment history, reference checks, verification of skills and certifications, a personal interview and a background check.

We choose counselors with an honest and deep desire to work with children in an outdoor setting. We look for maturity and special program skills as well. Many camp counselors have previous Girl Scout experience.

Camp counselors participate in staff orientation to prepare them for working with our campers. Topics covered include camper behavior, support and discipline, outdoor activities, role of the counselor, group dynamics, emergency procedures and much more!

## HEALTH & SAFETY AT CAMP

- **Health Checks:** upon arrival to camp, all campers attend a short health check. Each camper is inspected for head lice and/or nits/eggs associated with head lice. PLEASE NOTE THAT ALL CAMPS HAVE A NO NIT/EGG/HEAD LICE POLICY! Campers will not be allowed to stay at camp if lice or nits are suspected or found. Refunds will not be issued. **We encourage the guardian(s) to check their camper's head for head lice a week prior to camp so that it can be properly treated before the program begins.** Feet are also checked for foot fungi and contagious foot warts. A current temperature is also recorded.
- **Health History & Medical Exam Form:** GSNI requires campers to show proof of a medical exam within **24 months of the program's first day. Please ensure that the forms are COMPLETELY FILLED OUT, INCLUDING IMMUNIZATIONS, AND PHYSICIAN'S SIGNATURE.** CAMPERS WILL NOT BE PERMITTED TO STAY AT CAMP WITHOUT A COMPLETE HEALTH HISTORY & MEDICAL EXAM FORM ON FILE! We have access to last year's health exams; contact the program assistant at Ext. 7132 to verify validity of health exam form from last year.
  - You must submit new health history paperwork each year. Forms should be mailed to GSNI's Elgin Service Center prior to June 1, 2011. Providing the forms for us prior to your camper's arrival allows us time to prepare for her and adjust our programs and procedures to ensure an inclusive experience.
- **Illness:** If your camper becomes ill at camp, the health care staff will care for her. **You will be contacted if your camper is unable to participate in program for more than eight hours or if she requires a physician's care.** All visits to the Health Center will be documented and reported to the guardian at checkout.
- **Insurance:** Secondary sickness and accident insurance is included with the camp fee. This insurance does not cover pre-existing medical conditions. Claims are filed upon request and after an initial claim have been filed under the camper's primary insurance. Please contact the Camp Pathway Specialist should you desire to file a claim at 630-897-1565.
- **Safety:** GSNI camps strive to create a safe environment (emotional and physical). Camp Dean and Camp McCormick are accredited by the American Camp Association. All camps follow the Girl Scouts of the USA safety standards, and all local, state, and federal laws. All camp staff members have been trained in risk management and how to respond to

**GSNI CAMPS  
HAVE A NO  
NIT/EGGS/LICE  
POLICY!**

emergencies. Strict camper-to-staff ratios are followed at all times. If you have any questions about the safety procedures at camp, please contact the camp director for more information.

- **Medications:** All medication (including vitamins and over-the-counter drugs) are collected at check-in. Medications are locked and supervised by the health care staff. All doses are monitored and documented by the health care staff. A medication log must be completed for each camper who brings medications with them to camp. The medication log is available on our website at [www.girlscoutsni.org/camp.html](http://www.girlscoutsni.org/camp.html). We require that all medications and vitamins be in their original container with doctor's instructions and camper's name on the label at check-in. Medication that is NOT in its original container will not be accepted. Basic over-the-counter medications, anti-itch creams, gels and first-aid supplies are provided at the camp for all campers.
- **Special Needs:** If your camper has any sort of special or unique needs, please notify the camp director as soon as possible! This includes but is not limited to food-related allergies and accommodations, special medical-related and/or behavior needs, and any other need or accommodation necessary to help make the camper's experience successful. Please note that because of laws related to confidentiality, **campers who reported special needs in previous summers MUST inform the camp director again, each summer.**

### **CAMPER CHECK-IN**

Check-in is from 2 to 4 P.M. on the first day of the program.

Please Note: Campers who are registered for resident camp sessions are expected to arrive within the designated time frame. Calls will be made to parents/guardians and/or emergency contacts to determine if/when absent campers will be brought to camp.

- Check-in will not begin before 1:45 P.M.
- Please note that tent and cabin assignments are completed before the campers arrive and are based on buddy preferences listed at the time of registration.
- You will receive step-by-step instructions when you arrive at check-in.
- Make sure you pack medications, Trading Post money, and any other paperwork you still need to turn in separately from the rest of her gear.
- Sign camper in with camp staff at the check-in table.
- Follow entire check-in process. (Health Center, Trading Post, Unit, Etc.)
- Say goodbye.

***Please leave any pets (dogs, etc.) at home, as pets are not allowed in camp.***

### **CAMPER CHECK-OUT**

- Check-out is from 10:30 to 11:30 A.M. on the last day of the program.
- Check-out will not begin before 10:15 A.M. If you arrive before 10:30 A.M. you will be asked to wait in the parking lot. Campers and staff will be finishing packing and cleaning up.
- Check-out → ***Persons picking up campers must present a photo I.D. and be listed on the release consent form. No camper will be released to anyone without proper identification.***
- To ensure that everyone goes home with the right person we ask that all people picking up campers show identification. Thank you for your cooperation ensuring we have a safe and successful program for all campers!
- Guardians will receive a checkout packet, which is full of information about their camper's week at camp. The packet will include a badge worksheet, parent/guardian evaluation, remaining Trading Post money and receipts from the Trading Post.

- Meeting the counselors → Your camper's counselors will be around as you check her out. Feel free to take a minute to chat with them about the week. They would enjoy sharing information with you.
- Visit the Trading Post with your camper before you leave.
- Late pick-up → **It is NOT possible for your camper to stay beyond pick-up time.** She will be excited to see you and share her camp experience with you. This is also the beginning of the staff meeting and preparations for the next group.

**If your camper needs to check in late or check out early, please notify the camp director as soon as possible so we can adequately prepare.**

### **LIVING ARRANGEMENTS**

Girls will stay in either cabins, which sleep eight; platform tents, which sleep four; or, covered wagons, which sleep four. Camp staff does not sleep in the same cabins or tents with the girls. Girl Scouts of USA requires that counselors have separate sleeping arrangements from the campers. Counselors live in cabins or tents that are sufficiently close by to supervise the girls.

### **HAPPY CAMERS GET MAIL**

Campers LOVE to receive mail at camp! We encourage families to write positive, upbeat letters to their campers during their stay. There is nothing like a postcard or letter from home to put a smile on a camper's face! Please do not write letters that discuss what the camper is missing at home or major events such as a pet dying, as this will lead to homesickness. Sending an encouraging letter that talks about how you know she will have a good time and that you cannot wait to hear all about it when she comes home will most certainly help her adjust to camp. Mail that arrives after the camper has already left camp will be returned to the sender. If you would like to ensure your camper gets mail every day, you may write a letter for each day and place in mailbox at check-in table. If you use the U.S. Postal Service, allow 5 days for mail to arrive. Consider sending letters before she leaves for camp.

**Mailbox at Check-In:** You are welcome to drop off pieces of mail, letters, and packages at check-in. Please address them with the camper's name, program, session date and day you wish it to be delivered. **Mail is not delivered on the first or last day of a program.** We recommend that families drop off mail or mail it early to ensure the camper receives it while at camp.

**Packages:** Campers can receive packages while they are at camp. All packages must be dropped off at check-in. Please do not mail packages. Also, please do not include items such as food, snacks, gum, or candy. These items will attract critters to their tent or cabin.

#### **How to Address Mail:**

Camp Name  
 Session Name & Dates  
 Camper's Name  
 Address  
 City, State, Zip Code

#### **Example:**

Camp Name  
 Summer Fun 6/13-6/22/2011  
 Susie Camper  
 Camp Address

### **MODIFICATIONS AND CHANGES**

Although rare, the Girl Scout council, for a variety of reasons, may occasionally cancel a camp session. If this occurs, you can expect the entire camp fee, including the deposit to be refunded.

Other times, certain activities described in the camp brochure must be suspended or changed due to circumstances beyond our control, such as inclement weather, equipment availability, and staffing. In these situations, we try to adapt by offering alternative program options. Under circumstances of this type, refunds should not be expected.

### **CAMP FEES, PAYMENTS & REFUNDS**

**Fees:** Camp fees include cost of sleeping accommodations, meals, snacks, transportation and admission fees for off-site trips, and accident insurance. Instruction by trained staff members is also included. The camper must provide transportation to and from camp, as well as personal gear on the packing list.

**Payment Information:** The balance of summer camp fees is due by June 1, 2011. This deadline must be met because there are girls who are on a waiting list! If the balance is not received, your original registration may be cancelled so that another girl who is waiting can register. We encourage you to pay attention to this deadline so that your camper is not disappointed.

**Refund Policy:** The deposit is non-refundable. A full refund including deposit is made only if a camper cannot be placed in a program or if it is necessary to cancel the program. At the end of the summer, partial refunds will be considered on a case-by-case basis and only in the case of extenuating family circumstances or medical reasons supported by a doctor's statement. Submit request in writing for refund to the program assistant no later than two weeks after the start date of the program. Requests must include any supporting documents (doctor's statement) and a brief description of the reason for not attending. If your camper goes home during her session, a refund will not be given for the following reasons: camper becomes ill, camper is homesick, camper has nits/eggs associated with head lice, or camper whose behavior interferes with camp and must be sent home for disciplinary reasons. In addition, refunds will not be made for campers arriving late, leaving early, or those who fail to show up.

### **CAMP STORE – THE TRADING POST**

**Pamper Your Camper Kit:** Please refer to the Trading Post/Pamper Your Camper flyer in this packet for more information.

**Camp Essentials:** Please refer to the flyer in this packet for information on pre-orders of T-shirts, mosquito nets, etc.

**Trading Post:** All camps have a small store called the Trading Post. Items sold in the Trading Post include T-shirts, flashlights, water bottles, and much, much more! Camper groups will visit the Trading Post at least once during their stay at camp. Certain items will be for sale at check-in such as mosquito netting. The Trading Post does NOT sell items such as candy or pop.

**Trading Post Procedures:** Campers may deposit money into an account. This can be done with cash, check or credit card at check-in. Average deposits range from \$5 to \$25. Please make sure that all money is deposited and that the camper does not store any money in their tent or cabin. This will help keep the money safe and from being lost! Campers must have an account to make a purchase. At checkout, the guardian will receive any change as well as receipt(s). Please note that opening an account or spending at the Trading Post is not required.

## CAMP PACKING GUIDE

This list is designed as a guide to help parents and campers pack together. Camp is always cooler, so be sure to pack warm bedding. Please pack old play clothes. Do not bring candy/gum to camp; we have well-balanced, tasty meals and snacks—food/candy in your luggage invites small animals in to visit!

**Camp is unplugged!!** – to preserve camp’s unique, secure environment, we do not allow radios, CD players, mp3 players, video games, pagers, cellular phones, or other electronic items to be brought into camp

**GSNI HAS A  
STRICT NO  
CELL PHONE  
POLICY!**

Suggested Quantity:      Packing/Equipment List:

3-Day	4-Day	6-Day	CLOTHING:
1	1	1	Jacket, sweater, or sweatshirt
1	1	1	Raingear
1 pair	2 pair	2 pair	Athletic shoes or hiking boots (must have closed toes and closed heels)
1 pair	1 pair	1 pair	Shoes/sandals with toe and heel strap for boating/creek *required at Camp Dean Only
1 pair	1 pair	1 pair	Flip flops (for shower house and pool deck) *required
1	1	1	Hat or bandana
4 pair	6 pair	8 pair	Socks
4 pair	6 pair	8 pair	Underwear
1	1	2	Jeans or other long pants
4	5	7	Shorts
4	5	7	T-shirts (must cover stomach & shoulders)
1	1	2	Long-sleeve shirt(s)
2	2	2	Swimsuit (must cover stomach – no bare midriffs)
1	1	2	Sleepwear

**GSNI CANNOT BE  
HELD RESPONSIBLE  
FOR LOST, STOLEN,  
OR DAMAGED  
PERSONAL  
PROPERTY.**

CAMPING EQUIPMENT:			
1	1	1	Flashlight & extra batteries
1	1	1	Sleeping bag or two blankets
1	1	1	Sheets
1	1	1	Pillow
1	1	1	Water bottle (leak proof) *required
1	1	1	Mosquito netting (can buy at check-in—not needed at all sites)
1	1	1	Mess kit (sturdy plastic plate, bowl, cup, fork, knife and spoon—all in a mess bag)

PERSONAL ITEMS:			
2	2	2	Towel & washcloth (1 towel for pool & 1 towel for showers)
1	1	1	Toiletries (toothpaste, shampoo, feminine products, etc.)
1	1	1	Insect repellent (this is no longer sold in the Trading Post: must bring with you)
1	1	1	Sun block – SPF 30 or higher (this is no longer sold in Trading Post: must bring)
1	1	1	Day pack to carry items during day
1	1	1	Medications to be turned into health care staff

OPTIONAL ITEMS ☺			
Camera & film (digital cameras are allowed)			
Book			
Letter-writing materials (stationery, envelopes, pens, stamps, etc.)			
Money for Trading Post account			
Stuffed Animal			

<p><b>Each camper should bring only 2 pieces of luggage. One can be a duffle bag or suitcase and the other can be their bedroll.</b></p>	<ul style="list-style-type: none"> <li>• <b>Mark EVERYTHING (clothes and gear) with your name!</b></li> <li>• <b>Roll and tie your pillow and sleeping bag tightly together!</b></li> <li>• <b>Put everything in duffle bags or soft-sided luggage for easy handling!</b></li> <li>• <b>Campers attending a 13-day/12-night session will have access to laundry facilities once during their stay.</b></li> </ul>
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## ARE YOU READY FOR CAMP?

HAVE YOU . . .

### Before May 25:

- Contacted the camp director to inform her of any special needs, allergies, or other important information needed to make the appropriate accommodations for your camper's success at camp?
- Submitted/Mailed the following to the GSNI Elgin Service Center, 12N124 Coombs Rd., Elgin, IL 60124
  - Final payment
  - Health History/Health Exam form (completed with shot record and doctors exams) [Yellow]
  - Camper Code of Conduct/GSNI Communication Policies [Pink]
  - Camper Contact Permission Form/Camper Release Form [Purple]
  - Confidential Camper Form [Blue]
  - Horse waiver – *only if attending a horse themed session*

### One Week Before Camp:

- Check camper's head for nits/eggs/lice?
- Review packing list & begin packing
- Write your camper letters—see "Happy Campers Get Mail" for more information
- Plan accordingly for arrival & departure times—listed on page 3

### Before Leaving Home:

- Items from packing list are packed
- The following are packed for easy access during check-in:
  - Medications—prepare your daughter's prescription medication in the original container with her name, exact dosage, physician's name and phone number on the label, and completed Medication Log. Place all items in a Ziploc Bag with camper's name
  - Trading Post money
  - Any remaining paperwork