

## ACA ACCREDITATION

The American Camp Association (ACA) is an independent national agency which imposes the highest standards of health, safety, program, and staffing for camps across the country. Camps are periodically visited and must maintain high marks to display the ACA logo. Mah-Kah-Wee Program Center is accredited and meets or exceeds ACA standards.

## BAD WEATHER

In an event that there is severe weather in the area, all campers are moved to a safe location on the campgrounds according to the emergency action plan. While at these locations, there are several rainy-day programs to keep the campers' minds off the weather until we are given all clear to resume regular outdoor programs.

## BADGES

Earning badges and completing award requirements is an integral part of summer camp. Each week your camper will complete one or more badges (based upon grade level they will enter in the **Fall**).. At checkout she will receive the badge(s) that she has earned for that week along with a badge sheet that indicates the steps. If your camper attends more than one week, she may receive a duplicate badge. If she receives a duplicate badge, it can be taken to the council shop and exchanged for another badge that she is working on.

## BIRTHDAYS

Birthdays are a fun celebration at camp. Special arrangements for giving a present or providing treats for your camper's unit can be made in advance and dropped off at check in. Campers will celebrate their birthdays with their fellow campers and staff, by being recognized during one of the meals with a cake and a big birthday song on their special day.

## BUDDIES AT CAMP

Campers attend camp individually, not as a troop, they may choose to attend with **one** buddy. They both must be **registered for the same exact session, and they must request each other during registration. Only one** buddy request will be honored per session. Remember a buddy is not a requirement and is not guaranteed. Many campers come to camp without a buddy and make new friends. We make every effort to accommodate your camper's buddy request. Members of the same troop will not be guaranteed placement together. Please do not select multiple buddies.

## CAMPERSHIPS

Thanks to our generous supporters, **Girl Scouts of Citrus members** who express a financial need are eligible to receive partial assistance with their camp fee for a **maximum of one camp session**.

To be considered for financial assistance, they must:

- Have a current GSUSA membership
- Need to register online for the specific camp session
- Pay the \$100 deposit at the time of registration (which is refundable in the case of non-approval or if you are unable to pay),
- Complete the online Campership application no later than April 18<sup>th</sup>, 2022
- Please note that it may take up to two weeks to receive a confirmation email

If approved, a confirmation email will be sent with an acceptance letter stating the amount granted. The acceptance letter must be signed and returned immediately. All camp balances must be paid in full by the payment deadline. Camperships cannot be combined with any other discounts.

## CHECK-IN

If your camper is attending multiple camps, you will only have to fill out one profile. When you arrive each week, please have a Camper Release form ready to be submitted. We are asking all parents to complete a pre-screen form that is in CampDoc starting 14 days before your arrival.

You will receive a confirmation packet, camper release form and any additional forms 1 month from the start of camp. All forms will be available on our website in the Forms section under camp. Please read through the packet with your camper, review and complete all the forms and email to [summercamp@citrus-gs.org](mailto:summercamp@citrus-gs.org) no later than 2 weeks before your camp session start date. CampDoc must be complete 2 weeks prior to camp session start date.

Please arrive to check-in during designated time with medications, trading post money, or any outstanding forms.

All campers will participate in a health check that will include temperature, heads and toes check, and a pre-screen check list.

If your camper is experiencing any of the following symptoms, they will not be allowed to stay.

- A fever greater than 100.4
- Shortness of breath
- Flu like symptoms
- Have been in contact with a person who has tested positive for COVID-19 within the last 14 days.
- Lice or Athlete's Foot

Once a camper has completed their screening, they will join their unit for the week with their camp staff. Parents and guest will not accompany their camper to the unit and will be asked to say all goodbyes at check in.

### **Resident Camp:**

Check-In: Sunday

- Counselor-in-Training (CITs): 2:00 p.m.
- Daisy/Brownie: 3:00 p.m.
- Junior: 3:45 p.m.
- Cadette/Senior/Ambassador: 4:30p.m.

Check-Out for Resident Camps:

- Friday from 3:30-4:30 p.m.

### **Day Camp:**

- Check-In: Daily at 8:30 a.m.
- Pick-Up: Daily at 4:30 p.m.
- Before Care: 7:30am-8:30am
- After Care: 4:30pm-5:30pm
  - Before Care is an additional \$35.
  - After Care is an additional \$35.
  - If you require both before and after care, the fee is \$50.

## DISCLOSURE REGARDING – COVID CDC GUIDELINES

We are closely monitoring all the information and recommendations from the CDC, ACA, WHO, and GSUSA. As of now, we are planning to run a full capacity camp with minimal restrictions based on the current guidelines. Please keep in mind that this can change at any time, and we will communicate any updates as they are released.

## DISCOUNTS

Discounts may not be combined with camperships or any other discounts.

### **Early Bird Discount**

Register and **pay in full** by April 6<sup>th</sup>, 2023 and receive a \$50 discount for each camp! If your camp is not paid in full by deadline your camp fee will increase to the full fee as of April 6<sup>th</sup>, 2023.

## EQUAL ACCESS

No one shall be denied admission to our camp(s) because of race, color, national origin, religion, sex, handicap, or age, providing specific program requirements are met.

## CAMPERS WITH SPECIAL ACCOMODATIONS

Girl Scouts of Citrus seeks to provide an inclusive environment. Campers requiring special accommodations, meals, or equipment must notify us in writing two weeks prior to attending their camp session. Please email Jessica MacGregor, Senior Manager of Camp and Outdoor at [jmacgregor@citrus-gs.org](mailto:jmacgregor@citrus-gs.org) with specific accommodation requests. All information will be kept confidential and shared only with the appropriate staff.

## GRADES FOR CAMP

Campers currently registered in K-12 (as of Fall 2022) can attend summer camp. Sessions may vary based on grade level and campers can register for the grade they are currently in or bridging to in the Fall of 2023. Campers who are not currently registered as a Girl Scout are encouraged to attend as a non-member for an additional fee or become a member for a discounted price.

## HEALTHCARE

Resident Camps will have qualified medical staff that is on site 24 hours a day as well as an on-call doctor if illness or injury requires additional medical attention. At Day Camps, staff are certified in First Aid and CPR. Parents will be notified any time there is an emergency regarding their child.

CampDoc is a secure online database that we use for all healthcare information and registration. This program allows you to turn in all medical forms electronically and keep them on file for a year. More information for new and returning campers will be in your confirmation packet. In a conscious effort to provide a safe and healthy environment for all campers, Girl Scouts of Citrus requires campers to provide the following documents:

- Resident Camp: A physical exam that includes a health history that has been taken within 12 months of the camper's last day at camp is **required** for campers. Health exam forms must be signed by a licensed physician as well as current shot records.
- Day Camp: A current health history and a current shot record is **required** for campers. Any camper who arrives at camp without the appropriate medical paperwork will not be allowed to stay unless she can obtain the missing documents from her physician or an Urgent Care Center on the day of check in.

All Health Histories, Health Exams and Shot records need to be uploaded to the Camp Doc website no less than two weeks prior to camp start date. The Privacy Act of 2001 protects all personal and medical information. The disclosure of confidential information is only available to health personnel or designated staff.

## HOMESICKNESS

One of our summer camp goals is to make sure that every child at camp has a safe, fun, and positive experience. As a parent you can help with the process of preparing your child from feeling homesick while at camp in the following ways:

- Have your child practice being away from home prior to attending camp. Perhaps encourage her to stay at a friend or relatives' home for a night or weekend.
- Do not promise to pick up your child early from camp. This can make campers focus only on going home, and not able to focus on the fun they will have at camp.
- Use a calendar at home to show that the time spent at camp is not an eternity, but actually a very short amount of time.
- Do not tell your camper how badly you will miss them while at camp. Do tell them how much you love them, even while they are away from home, and how excited you are for them to have so much fun at camp!
- Communicate before, during and after the camp experience.
- Do not promise your camper that she can call home while at camp. If a camper is experiencing extreme homesickness or minor homesickness for a sustained period, the camp staff will contact the parent and determine next steps. If you are concerned about your camper, we encourage parents to call camp and speak to the camp director. She will work with you in assuring your camper is having a successful experience.
- Encourage your camper to write home about all the new activities that they have tried.
- Share your own positive camp stories with them.
- Let your camper help pack their bags for camp. Pack one favorite picture, stuffed animal, or blanket.

- Spend quality time with your child upon returning home from camp to “reconnect” after the separation period. Keep in mind that campers may experience a boost in self-confidence and independence while at camp.
- Drop off an encouraging note for each day at check-in. Her counselors will deliver them throughout the session.

## INSECT BITES

Insect bites can and will occur when participating in activities outdoors. To avoid major incident, it is highly recommended to pack bug spray with deet and apply it multiple times per day. If your camper needs assistance applying, please make a note in your campers CampDoc profile under needs assessment under the medical concerns. If your camper is allergic to bug spray or insect bites, please enter that information in CampDoc so the medical staff is aware.

## KAPERS

Kapers are minor chores campers participate in while attending camp. Each staff member will model and teach campers proper ways to care for the environment and their camp surroundings. Each unit is responsible for the upkeep and cleaning of their area, in addition to any additional daily camp responsibilities. This may include cleaning the dining hall, restrooms, grounds, etc. Campers are closely monitored to make sure that established health and safety procedures are used in completing cleaning tasks. Campers will never directly handle any chemicals while doing kapers.

## MAIL/SENDING ITEMS TO CAMPERS

Mail time is the best part of a camper’s day! We encourage parents to send mail for their child like packages, letters, or e-mails through Bunk1. Bunk1 is a service that allows you to send e-mails to your camper and view the pictures that are taken during the week. (Note: Only at Mah-Kah-Wee do campers have the ability to send you a bunk reply via e-mail.) We do ask that you please send mail in a timely manner so that your child can receive it the week that she is at camp. We highly recommend that you drop mail off during check-in so that there is a guarantee that your child will receive the mail while at camp. If you would like to have your child, send you mail, please pack pre-addressed and stamped envelopes. Please note that mail is for resident and sampler camps only.

## MALE STAFF

Male staff members (paid and volunteer) are a valued part of all aspects of Girl Scouting including Girl Scout camp. Additional guidelines are followed when men are present to ensure the privacy of the campers as well as of the male staff members. They are never allowed to enter a unit before contacting the staff in charge, they are never alone with any campers, and they are never in the same sleeping areas with the campers. In all situations, Safety Activity Checkpoints standards for involving men in Girl Scout activities are followed.

## OPEN HOUSE

Open houses are scheduled to allow families and opportunity to visit the different camps, meet the staff, take a tour and hear about the opportunities that are available for the campers this Summer. Open house will be held on the dates listed below from 2:00 – 4:00 pm. While there is no cost everyone must register at [www.citrus-gs.org](http://www.citrus-gs.org) Below are the dates and locations:

- Sunday, February 12<sup>th</sup>, 2023 at Mah-Kah-Wee Program Center in Chuluota
- Sunday, March 5<sup>th</sup>, 2023 at Riverpoint Program Center in Merritt Island
- Sunday, March 19<sup>th</sup>, 2023 at Pine Castle Scout House in Orlando

## **PAYMENTS**

A \$100 non-refundable deposit must be made at time of registration. The balance of the camp fee can be made in payments or in a one lump sum through your CampDoc account. All camps must be paid in full by the payment deadline. Deposits are non-refundable except if the camp session has been canceled by the council or for extenuating circumstances.

## **PHONE CALLS**

The camp phone is for emergency and business calls. In case you need to contact the Outdoor Program Office during camp, the phone number will be included in your confirmation packet. Please be understanding if you are unable to initially reach someone at camp. We will be checking and returning phone calls regularly. Campers are not allowed to bring cell phones or electronics of any kind to camp. If a camper is found with a cell phone it will be taken away and held in the camp office until check out when it will be returned to the parent. An important part of the camping experience is being “unplugged”.

## **PHOTOS**

Group photos will be taken during each week of camp and can be purchased before the camp session. Fees for the photos are \$10 per group photo.

## **PROGRAM DISCLAIMER**

We reserve the right to cancel/alter any program activity when weather conditions are unsuitable, to include but not limited to, extreme heat, thunderstorms, etc. Alternative options will be offered at that time. Our primary concern is for the safety of the campers and every effort will be made to reschedule the activity. No refunds or adjustments in fees will be made.

## **PROGRAM AIDES/COUNSELORS-IN-TRAINING**

Older campers that have completed the required training (GSC - Elements Training) for their grade level will complete a week of camp for their internship or once they earn their award they can sign up for a week at camp where they will be assisting at Day or Resident Camp

- Program Aides (PAs) are currently registered as Cadettes that assist at Day Camp where they will work with campers under the supervision of the adult counselors/Day Camp Supervisor.
- Counselors-in-Training (CITs) are currently registered as Seniors or Ambassadors that assist at Resident Camp. They will work with campers under the supervision of the designated adult counselor responsible for the CIT Program.

PAs and CITs will never be left alone with campers or counted in the adult/girl ratio. All Program Aides and Counselors-in-Training will be contacted directly to sign up for weeks of camp that are available for them to assist with during the summer.

## **PROVIDING FOOD**

Whether or not a camper needs to bring her own food to camp will depend on the type of camp she is attending. If your camper is attending a Day Camp at Pine Castle, then you will have to provide lunch for her. If your camper will be attending a Resident Camp, all her meals from Sunday night through Friday afternoon will be provided by our wonderful kitchen staff. If your camper has any special dietary needs or allergies, please list it in CampDoc and we will have our Food Service Manager contact you with the menu.

## **RATIO**

Safety is our number one priority, and we strive to meet or exceed all established safety standards for staffing.

Below are our minimum adult/girl ratios:

- 2 adults to every 6 campers currently in kindergarten or 1st grade

- 2 adults to every 12 campers currently in 2nd or 3rd grade
- 2 adults to every 16 campers currently in 4th or 5th grade
- 2 adults to every 20 campers currently in 6th - 8th grade
- 2 adults to every 24 campers currently in 9th - 12th grade

## REFUNDS, TRANSFERS, CANCELLATIONS

Cancellations for any Summer Camp must be submitted in writing via email to [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org) no later than the camp registration deadline. Any fees paid to date (beyond the \$100 non-refundable deposit) will be refunded. Any cancellations after the registration deadline will not be refunded unless it is for extenuating medical or family circumstances. These requests will also need to be submitted in writing via email to [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org) for consideration and approval. Cancellation fees will apply. Transfers must be done no later than the camp registration deadline for all camp sessions by contacting [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org) .

## REGISTRATION

Summer Camp Registration opens January 30<sup>th</sup>, 2023, at [www.citrus-gs.org](http://www.citrus-gs.org). Once you select your camp session you will be directed to CampDoc to register. If you do not already have an account with them, you will need to create one. This is also the location where you would upload all your required forms, order camp packs, and input medical information. As previously stated, this is a secure site that is only accessible to those that are required to view the information.

## SLEEPING QUARTERS

Campers will be assigned to a specific unit/room for the week they are at camp.

- The cabins at Eagles Roost and Shady Pines can sleep up to 8 campers
- The tiny houses at Raccoon Run can sleep up to 6 campers
- The yurts at Shady Oaks can sleep up to 6 campers
- The bunkhouse at Skeeter Hollow can sleep up to 12 campers
- The bedrooms at Riverpoint sleeping capacity varies per room

Counselors will sleep in separate sleeping quarters, but within the same unit as campers so that they are always accessible if a camper needs them. (With the exception of the Bunkhouse for Sampler Sessions. The staff will sleep in a center room between the two campers sleeping areas) Riverpoint Lodge and all units listed above at Mah-Kah-Wee cabins are equipped with fans and/or air conditioning.

## STAFF TRAINING

All staff participate in an intensive, mandatory training designed to prepare the staff to create a positive and supportive camp environment. During this period, the staff learn child development, the Girl Scout Program, camp skills, group dynamics, safety procedures, regulations, cooperative learning, and other important topics. Leadership staff are also required to attend additional training.

## SUMMER STAFF

Staff are selected based on character, experience working with youth, maturity, personality, teamwork, education, leadership ability, skills, and certifications in specific program areas. Staff members include college students and graduates, certified teachers, and program professionals. All staff that are directly responsible for campers are a minimum of 18 years old and have graduated from High School. Many staff return each year to make a difference in campers' lives. All new and existing staff members are required to go through an intensive interview process including, but not limited to multiple interviews, receive a favorable National Criminal Background Check and clearance from a National Sexual Offender/Predator Check.

If you know someone that may be interested in spending their summer working as a counselor, please check the website at [www.citrus-gs.org](http://www.citrus-gs.org) for open positions.

### T-SHIRTS AND PATCHES

Each camper will receive a camp T-shirt and patch, included in their registration fee. When you register your camper, please choose your camper's t-shirt size. If you did not select your camper's shirt size, please log into CampDoc to add the shirt size to your registration.

### TRADING POST

The trading post will be open during the camp week for campers to purchase items like water bottles, stuffed animals, T-shirts, jewelry, and snacks. Each unit will be visiting the trading post at a designated time and will also have other times to purchase items when available.

Campers will be able to purchase items in the Trading Post by using cash that is sent in an envelope or by purchasing Trading Post credits through CampDoc during or after registration as an add on item.

Camp Care Packages are available for purchase in advance through CampDoc during or after registration as an add on item. They will not be available for purchase on site during check in, however if you need to add it before you drop off your camper, you can do so through CampDoc. You will also need to email Jessica Macgregor at [jmacgregor@citrus-gs.org](mailto:jmacgregor@citrus-gs.org) no later than 12 noon to ensure the item will be ready for your camper.

### TRANSPORTATION

Parents are responsible for the transportation of their children to and from all camps. The camp will provide transportation for special activities and field trips that are included within the camp session. Most out-of-camp trips that require transportation will be provided by council-owned or leased vehicles driven in by staff members who are at least 21 years of age and have a favorable driving record. Some trips may require the use of charter buses or other vehicles. These approved vendors would provide their licensed staff members for transportation.